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August 1, 2016
(see addenda pages for a summary of updates added by month)

“As we move to meet the educational needs of working adults in a mobile society, our conception of the university must extend beyond place and embrace process. An adult university cannot be campus bound, rather its borders must be defined by the lives of its students.”

Dr. John G. Sperling
Founder
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Annual Security Report Notice

The University of Phoenix annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes the sex offender registry, institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting your local Campus Security Authority or by accessing the following Web site: http://www.phoenix.edu/about_us/campus-safety.html.

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ADDENDUM - SUMMARY OF POLICY UPDATES ADDED TO THE CATALOG ON AUGUST 1, 2016

GENERAL POLICY UPDATES

• The Consumer Information section was updated. (see CONSUMER INFORMATION)
• The Calendar section was updated. (see UNIVERSITY POLICIES)
• The Student Code of Conduct was updated. (see STUDENTS’ RIGHTS AND RESPONSIBILITIES)
• The Dispute Resolution Policy and Procedures was updated. (see STUDENTS’ RIGHTS AND RESPONSIBILITIES)
• The South Carolina licensure statement was updated. (see COVER AND PREFACE and CONSUMER INFORMATION)
• The Tuition and Fees were updated. (see TUITION AND FEES)
• The Program Length section was added. (see UNDERGRADUATE PROGRAMS, GRADUATE PROGRAMS, PROFESSIONAL PROGRAMS, and SCHOOL OF ADVANCED STUDIES)
• The eCampus: Student and Faculty Portal section was updated. (see THE UNIVERSITY’S TEACHING AND LEARNING MODEL)

PROGRAM POLICY UPDATES

• The Residency Requirements and Course Waivers section was updated for CERT/LTC. (see PROFESSIONAL PROGRAMS)
• The Residency Requirements and Course Waivers section was updated for HM. (see PROFESSIONAL PROGRAMS)
• The Residency Requirements and Course Waivers section was updated for EMC. (see PROFESSIONAL PROGRAMS)
• The Required Course of Study was updated for the CERT/MGT. (see PROFESSIONAL PROGRAMS)
• The Program Descriptions were updated for all programs.
• The Required Course of Study was updated for the BSN. (see UNDERGRADUATE PROGRAMS - COLLEGE OF HEALTH PROFESSIONS)
• The General Education Requirements were updated for the BSED/E. (see UNDERGRADUATE PROGRAMS - COLLEGE OF EDUCATION)
# TABLE OF CONTENTS

ADDENDUM - SUMMARY OF POLICY UPDATES ADDED TO THE CATALOG ON AUGUST 1, 2016 ........................................................................................................ iii
GENERAL POLICY UPDATES ......................................................................................................................... iii
PROGRAM POLICY UPDATES .......................................................................................................................... iii

UNIVERSITY OF PHOENIX ........................................................................................................................................ 1
- Official School Colors ................................................................................................................................. 1
- Ownership Information ............................................................................................................................... 1
- Our Mission Statement ............................................................................................................................... 1
- Our Purpose ....................................................................................................................................... 1
- Accreditation and Affiliations .................................................................................................................... 2
- Academic Programs ............................................................................................................................... 2
- Enrollment and Student Profile ............................................................................................................... 2
- University Library ................................................................................................................................. 3
- Current Resources of the University Library .......................................................................................... 3

THE UNIVERSITY’S TEACHING AND LEARNING MODEL ....................................................................................... 5
- Active Learning ................................................................................................................................... 5
- Collaboration ...................................................................................................................................... 5
- Emphasis on Application and Relevance ............................................................................................... 5
- University-Wide Learning Goals ............................................................................................................ 5
- Curriculum ........................................................................................................................................ 5
- Awarding Credit Hours ........................................................................................................................ 5
- Access and Convenience of Time and Place .......................................................................................... 6
- Program Format ................................................................................................................................. 6
- Class Size ......................................................................................................................................... 6
- Learning Teams ................................................................................................................................ 6
- Faculty .............................................................................................................................................. 7
- Staff Screening .................................................................................................................................. 7
- Student Technology Recommendations and Competencies ............................................................. 7
- eCampus: Student and Faculty Portal .................................................................................................. 8
- Classroom Recording Policy ................................................................................................................ 8

UNIVERSITY POLICIES ........................................................................................................................................ 9
- Calendar ........................................................................................................................................... 9
- Course Equivalencies ........................................................................................................................... 9
- Course Cancellation ............................................................................................................................... 9
- Directed Study .................................................................................................................................. 9
- Concurrent Enrollment ......................................................................................................................... 10
- Multiple University Degrees ............................................................................................................... 10
- Maximum Credit Limits ..................................................................................................................... 10
- Course Credits .................................................................................................................................. 10
- Student Identification Numbers .......................................................................................................... 10
- Name and Social Security Number Changes ...................................................................................... 10
- Letter Request .................................................................................................................................. 11
- Forms .............................................................................................................................................. 11
Bachelor of Science in Management Emphasis in Manufacturing Sector (Maryland-Online) ..... 220
Bachelor of Science in Accounting .................................................................................. 222
Bachelor of Science/Concentration in Accounting (Ohio) ............................................. 226
COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY ........................................... 229
Associate of Arts/Concentration in Information Technology ........................................... 229
Associate of Arts/Emphasis in Information Technology (Maryland-Online) ....................... 231
Associate of Arts/Concentration in Information Technology (Minnesota) ......................... 233
Bachelor of Science in Information Technology ................................................................. 236
COLLEGE OF HEALTH PROFESSIONS ............................................................... 241
School of Health Services Administration ......................................................................... 241
The Bachelor of Science in Health Administration ............................................................. 241
The Bachelor of Science in Health Administration (Maryland-Online) ................................. 244
The Bachelor of Science in Health Administration (Certificate Track) (Maryland-Online) .... 247
School of Nursing .............................................................................................................. 251
Accreditation- School of Nursing Programs ....................................................................... 251
International Nursing Honor Society .................................................................................. 251
Academic Progression Requirements for all Current Nursing Programs (excluding BSN/I) .... 251
Bachelor of Science in Nursing .......................................................................................... 253
Bachelor of Science in Nursing/International .................................................................... 255
Bachelor of Science in Nursing Partner ............................................................................ 258
Bachelor of Science in Nursing Partner (California) .......................................................... 261
COLLEGE OF EDUCATION (Online) .................................................................................. 265
Admission Requirements for University of Phoenix ............................................................ 265
Bachelor of Science in Education/Elementary Education ..................................................... 267
Bachelor of Science in Education/Elementary Education (Hawaii) ..................................... 272
Bachelor of Science in Liberal Studies (California) ............................................................ 276
Bachelor of Science in Education/Elementary Education (Education Pathway Partnership) . 281
Bachelor of Science in Education/Early Childhood Education ............................................ 284
Bachelor of Science in Education/Educational Studies ....................................................... 289
Bachelor of Science in Education/Elementary Education (Florida) ..................................... 289

GRADUATE PROGRAMS ............................................................................................. 295
Admission Procedures ........................................................................................................ 295
Graduate Admission Requirements ..................................................................................... 296
Program Length .................................................................................................................. 298
COLLEGE OF SECURITY AND CRIMINAL JUSTICE ...................................................... 299
Master of Science/Administration of Justice and Security .................................................. 299
Master of Public Administration .......................................................................................... 300
COLLEGE OF SOCIAL SCIENCES .............................................................................. 303
Master of Science in Counseling Clinical Mental Health Counseling .................................... 303
Master of Science in Counseling Clinical Mental Health Counseling (Utah) ......................... 305
Master of Science in Counseling Clinical Mental Health Counseling (Nevada) .................... 308
Master of Science in Psychology ......................................................................................... 310
Master of Science in Psychology Concentration in Industrial-Organizational Psychology .... 312
SCHOOL OF BUSINESS ............................................................................................... 315
Master of Business Administration ..................................................................................... 315
Master of Business Administration (Certificate Track) ....................................................... 319
Master of Management ...................................................................................................... 322
Master of Science in Accountancy

COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY

Master of Information Systems

COLLEGE OF HEALTH PROFESSIONS

School of Health Services Administration

Master of Health Administration

Master of Health Administration Concentration in Education

Master of Health Administration Concentration in Gerontology

Master of Health Administration Concentration in Informatics

Master of Health Administration Concentration in Sustainability Management

Dual Degree in Master of Health Administration/Master of Business Administration

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Gerontology

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Informatics

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Sustainability Management

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Human Resource Management

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Project Management

School of Nursing

Accreditation- School of Nursing Programs

International Nursing Honor Society

Academic Progression Requirements for all Current Nursing Programs (excluding BSN/I)

Master of Science in Nursing Concentration in Nurse Administration

Master of Science in Nursing Concentration in Nurse Administration Bridge

Master of Science in Nursing Concentration in Nurse Administration-International

Master of Science in Nursing Concentration in Nurse Education

Master of Science in Nursing Concentration in Nurse Education Bridge

Master of Science in Nursing Concentration in Nurse Education-International

Dual Degree in Master of Science in Nursing and Master of Health Administration

Concentration in Gerontology

Dual Degree in Master of Science in Nursing and Master of Health Administration

Concentration in Informatics

Dual Degree in Master of Science in Nursing and Master of Health Administration

Concentration in Sustainability Management
Small Business Management and Entrepreneurship Certificate (Undergraduate) .................................................. 491
Operations Management Certificate (Undergraduate) .............................................................................................. 492
Marketing Certificate (Undergraduate) .................................................................................................................. 494
Human Resource Management Certificate (Undergraduate) ................................................................................. 495
General Management Certificate (Undergraduate) .................................................................................................... 496
Project Management Certificate (Undergraduate) ...................................................................................................... 498
Business Administration Certificate (Undergraduate) .................................................................................................. 499
Bookkeeping Fundamentals Certificate (Undergraduate) .......................................................................................... 500
Digital Marketing Certificate (Undergraduate) ........................................................................................................... 502
Financial Planning Certificate (Undergraduate) ........................................................................................................... 503
CERTIFICATE PROGRAMS FOR SCHOOL OF BUSINESS - GRADUATE ...................................................... 505
Graduate Human Resource Management Certificate .............................................................................................. 505
Graduate Accounting Certificate .............................................................................................................................. 506
Graduate Marketing Certificate .................................................................................................................................. 507
Graduate CPA Bridge Certificate .............................................................................................................................. 508
Graduate Project Management Certificate ............................................................................................................ 510
CERTIFICATE PROGRAMS FOR THE COLLEGE OF HUMANITIES AND SCIENCES ................................. 511
Communication and Technology Certificate (Undergraduate) .................................................................................. 511
Environmental Sustainability Certificate ...................................................................................................................... 512
Cultural Studies and Communications Certificate (Undergraduate) ..................................................................... 513
Leadership Communication in Organizations Certificate (Undergraduate) ........................................................... 514
Marketing and Sales Communication Certificate (Undergraduate) ......................................................................... 515
Journalism Certificate (Undergraduate) ...................................................................................................................... 516
CERTIFICATE PROGRAMS FOR THE COLLEGE OF SOCIAL SCIENCES ...................................................... 517
Human Services Management Certificate .................................................................................................................. 517
Gerontology Certificate ............................................................................................................................................ 519
Family and Child Services Certificate ..................................................................................................................... 521
Addictions Certificate .................................................................................................................................................. 522
CERTIFICATE PROGRAMS FOR THE SCHOOL OF HEALTH SERVICES ADMINISTRATION ......................... 524
Long Term Care Certificate Program .......................................................................................................................... 524
Nursing/Health Care Education Certificate Program .................................................................................................. 525
Graduate Health Care Sustainability Management Certificate ............................................................................. 526
Graduate Health Care Informatics Certificate ........................................................................................................... 527
Gerontology Health Care Certificate Program ........................................................................................................ 528
Health Management Certificate Program .................................................................................................................. 529
Health and Wellness Administration Foundations Certificate (Undergraduate) ................................................... 531
Electronic Health Records Fundamentals Certificate (Undergraduate) .................................................................... 532
Medical Records Certificate (Undergraduate) ............................................................................................................ 533
Emergency Management Certificate Program .......................................................................................................... 535
CERTIFICATE PROGRAMS FOR THE SCHOOL OF NURSING ................................................................. 537
Academic Progression Requirements for all Current Nursing Programs (excluding BSN/I) ..................................... 537
Post Master's Certificate in Nurse Administration .................................................................................................... 538
Post Master's Certificate in Nurse Administration International ............................................................................. 540
Post Master's Certificate in Nurse Education ........................................................................................................... 541
Post Master's Certificate in Nurse Education International ........................................................................................ 543
CERTIFICATE PROGRAMS FOR THE COLLEGE OF EDUCATION ............................................................. 544
Alternative Pathway/Elementary Education (Hawaii) .................................................................................................. 544
CERTIFICATE PROGRAMS FOR THE COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY ................................................................. 555
Storage Management Certificate (Undergraduate) ................................................................. 555
Advanced Cyber Security Certificate (Undergraduate) ......................................................... 557
Advanced Software Developer Certificate (Undergraduate) .................................................. 558
Programming Certificate (Undergraduate) ......................................................................... 560
Advanced Networking Certificate (Undergraduate) ............................................................... 561
Advanced Multimedia Development Certificate (Undergraduate) ....................................... 563
Database Administration Certificate (Undergraduate) .......................................................... 564
Information Assurance and Security Certificate (Undergraduate) ..................................... 565
Multimedia Development Certificate (Undergraduate) ........................................................ 567
Cisco Networking Certificate (Undergraduate) ................................................................. 568
Desktop Support Certificate (Undergraduate) ..................................................................... 569
Network Support Certificate (Undergraduate) ................................................................. 570
Web Administration Certificate (Undergraduate) ............................................................... 571
A+ Fundamentals Certificate ........................................................................................... 573
Health Care Information Technology Certificate (Undergraduate) .................................. 573
Network+ Technologies Certificate .................................................................................. 575
Cisco Networking Fundamentals ....................................................................................... 575
Graduate Cyber Security Certificate .................................................................................. 576
Graduate Business Analytics Certificate ........................................................................... 577
Graduate Information Systems Management Certificate .................................................. 578
CERTIFICATE PROGRAMS FOR THE COLLEGE OF SECURITY AND CRIMINAL JUSTICE ........................................................................................................... 580
Enterprise Security Administration Certificate (Undergraduate) ...................................... 580
Physical Security Operations Certificate (Undergraduate) .................................................. 581
Criminal Justice Management Certificate (Undergraduate) ................................................ 582
Critical Incident Response Certificate (Undergraduate) ..................................................... 584
Asset Protection/Loss Prevention Certificate (Undergraduate) .......................................... 585
Cybercrimes Certificate (Undergraduate) ........................................................................... 586
Human Services and the Criminal Justice System Certificate (Undergraduate) ............. 587
Criminal Justice Security Certificate (Undergraduate) ....................................................... 589
Certificate Awards ............................................................................................................. 590
Accreditation and Affiliations ............................................................................................. 590
NONCREDIT-BEARING PROGRAMS .................................................................................. 590
TUITION AND FEES ............................................................................................................... 593
UNDERGRADUATE (Online) .............................................................................................. 593
GRADUATE (Online) .......................................................................................................... 596

FACILITIES ............................................................................................................................. A-1

UNIVERSITY ADMINISTRATION ........................................................................................ A-5
<table>
<thead>
<tr>
<th>College of Education</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus College Chairs</td>
<td>A-13</td>
</tr>
<tr>
<td>Assistant Dean of Specialized Programs</td>
<td>A-11</td>
</tr>
<tr>
<td>Program Dean</td>
<td>A-11</td>
</tr>
<tr>
<td>Assistant Dean of Operations</td>
<td>A-11</td>
</tr>
<tr>
<td>Dean of Technology</td>
<td>A-11</td>
</tr>
<tr>
<td>Campus College Chairs</td>
<td>A-11</td>
</tr>
<tr>
<td>Campus Area Chairs</td>
<td>A-11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Health Professions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans</td>
<td>A-11</td>
</tr>
<tr>
<td>School of Nursing Deans</td>
<td>A-12</td>
</tr>
<tr>
<td>School of Nursing Program Managers</td>
<td>A-12</td>
</tr>
<tr>
<td>School of Nursing Campus College Chairs</td>
<td>A-12</td>
</tr>
<tr>
<td>School of Health Services Administration Deans</td>
<td>A-12</td>
</tr>
<tr>
<td>School of Health Services Administration Campus College Chairs</td>
<td>A-12</td>
</tr>
<tr>
<td>School of Public Health Deans</td>
<td>A-12</td>
</tr>
<tr>
<td>Campus Area Chairs</td>
<td>A-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Education</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Operations</td>
<td>A-13</td>
</tr>
<tr>
<td>Program Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Regional Assistant Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Assessment</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>A-13</td>
</tr>
<tr>
<td>Academic Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Assistant Program Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Assistant Dean Regulatory Affairs</td>
<td>A-13</td>
</tr>
<tr>
<td>Assistant Dean of Specialized Programs</td>
<td>A-13</td>
</tr>
<tr>
<td>Campus College Chairs</td>
<td>A-13</td>
</tr>
<tr>
<td>Program Managers</td>
<td>A-13</td>
</tr>
<tr>
<td>Campus Area Chairs</td>
<td>A-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Advanced Studies</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Assessment</td>
<td>A-13</td>
</tr>
<tr>
<td>Associate Dean of Instruction</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Instruction</td>
<td>A-13</td>
</tr>
<tr>
<td>Dean of Operations</td>
<td>A-13</td>
</tr>
<tr>
<td>Program Dean</td>
<td>A-13</td>
</tr>
<tr>
<td>Campus College Chairs</td>
<td>A-13</td>
</tr>
<tr>
<td>Campus Area Chairs</td>
<td>A-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Guide- Course Descriptions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE GUIDE- COURSE DESCRIPTIONS</td>
<td>B-1</td>
</tr>
</tbody>
</table>
Beginnings -- A Brief History
In 1976, the leading edge of the Baby Boom generation was just turning 30. That same year saw the introduction of the first personal computer, the Apple I -- an event that signaled the birth of a new economic system in which intellectual capital would eventually supplant industrial might as the dominant economic force. These milestones marked the beginning of a sea of change in higher education, though many (perhaps even most) within that system did not recognize it at the time.

Considered together, these phenomena suggested that the jobs that would make up the workforce of the future were only just beginning to be created or imagined. In order to fill those jobs, the bulk of the new workforce would require higher-level knowledge and skills than those needed in a manufacturing economy. At the same time, the largest-ever age cohort of the population, adult learners, would be going through the stages of life during which they would be most affected by the coming economic dislocation and would need advanced education to adapt to these changes. It was in this historical context in 1976 that Dr. John Sperling, a Cambridge-educated economist and professor-turned-entrepreneur, founded University of Phoenix. Sperling anticipated the confluence of technological, economic, and demographic forces that would in a very short time herald the return of ever larger numbers of adult learners to formal higher education.

In the early 1970s, at San Jose State University in San Jose, California, Sperling and several associates conducted field-based research in adult education. The focus of the research was to explore teaching/learning systems for the delivery of educational programs and services to adult learners who wished to complete or further their education in ways that complemented both their experience and current professional responsibilities. At that time colleges and universities were organized primarily around serving the needs of the 18-22 year-old undergraduate student. That is not all that surprising, given that the large majority of those enrolled were residential students of traditional college age, just out of high school. According to Sperling adult learners were invisible on the traditional campus and were treated as second-class citizens. Other than holding classes at night (and many universities did not even do this), no efforts were made to accommodate their needs. No university offices or bookstores were open at night. Students had to leave work during the day to enroll, register for classes, buy books or consult with their instructors and advisors. Classes were held two or three nights per week and parking was at the periphery of a large campus. The consequence, according to Dr. Sperling was that most adult learners were unable to finish a four-year program in less than eight years, or a two-year program in less than four years (Tucker, 1996, p. 5).

Sperling's research convinced him not only that these underserved learners were interested in furthering their educational goals, but also that this group differed from their more traditional counterparts in significant ways. He saw a growing need for institutions that were sensitive to and designed around the learning characteristics and life situations of a different kind of learner population. He suggested ways for institutions to pioneer new approaches to curricular and program design, teaching methods, and student services. These beliefs eventually resulted in the creation of University of Phoenix, and they continue to this day to inspire the University's mission, purpose, and strategies. As an institution, University of Phoenix is unique in its single-minded commitment to the educational needs of non-traditional students, who in fact today make up the majority (73 percent) of all college enrollees. This focus informs the University's teaching and learning model approach to designing and providing student services, and academic and administrative structure. It also guides the institution as it plans and prepares to meet the needs of the next generation of learners. Over the last three and a half decades, the University of Phoenix has been cause-driven working to build an institution with the agility to address directly the shifting economic and academic challenges that many students face. Dr. Sperling's predictions concerning the innovations higher education would be required to make have come to pass. Today roughly 45 percent of all college students work at least part-time and approximately one quarter of all students have dependent children. The educational tenets set forth by Dr. Sperling in 1976 now apply to the majority of college students in the United States.

The University's growth has been fueled by constant innovation, and ongoing efforts to improve the learning experience through advanced technology. The University has grown from a degree-completion institution serving an audience of mostly middle managers wishing to complete their education and excel in the workplace, to a comprehensive university serving students of all ages from the associate through the doctoral degree levels.

Official School Colors
University of Phoenix Official School Colors are University of Phoenix Red and University of Phoenix Platinum. These are custom colors and proprietary to the University.

Ownership Information
University of Phoenix, Inc. is a wholly-owned subsidiary of Apollo Education Group, Inc. (the “Parent”). The Parent’s voting stock (Class B Common Stock) is 100 percent held by management. The Parent has one class of non-voting stock (Class A Common Stock) which is publicly traded on the NASDAQ Stock Exchange under the symbol “APOL”. The Parent files quarterly and annual financial statements with the Securities and Exchange Commission and these are available to the general public. The University’s central administration offices are located in Phoenix, Arizona.

Our Mission Statement
University of Phoenix provides access to higher education opportunities that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the performance of their organizations, and provide leadership and service to their communities.

Our Purpose
• To facilitate cognitive and affective student learning-knowledge, skills, and values—and to promote use of that knowledge in the student's workplace.
• To develop competence in communication, critical thinking, collaboration, and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for career success.
School of Business and Business Programs

Program Accreditation

• To provide instruction that bridges the gap between theory and practice through faculty members who bring to their classroom not only advanced academic preparation, but also the skills that come from the current practice of their professions.

• To provide General Education and foundational instruction and services that prepare students to engage in a variety of university curricula.

• To use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.

• To assess student learning and use assessment data to improve the teaching/learning system, curriculum, instruction, learning resources, counseling, and student services.

• To be organized as a private institution in order to foster a spirit of innovation that focuses on providing academic quality, service, excellence, and convenience to the working student.

Accreditation and Affiliations

Regional Accreditation

University of Phoenix is accredited by The Higher Learning Commission (http://hlcommission.org).

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500,
Chicago, Illinois 60604-1413
Phone: 800.621.7440 | 312.263.0456 | Fax: 312.263.7462
http://hlcommission.org

Program Accreditation

School of Business and Business Programs

University of Phoenix is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer business degrees in Associate of Arts/Concentration in Business Foundations, Bachelor of Science in Business, Bachelor of Science in Accounting, Master of Business Administration, Master of Management, Master of Science in Accountancy, Doctor of Business Administration, and Doctor of Management.

Accreditation Council for Business Schools & Programs (ACBSP)
11520 W. 119th Street
Overland Park, KS 66213
(913) 339-9356
http://www.acbsp.org

School of Nursing Programs

The Bachelor of Science in Nursing and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

CCNE
One Dupont Circle, NW, Suite 530
Washington, DC 20036
(202) 887-6791
http://www.aacn.nche.edu/accreditation/

College of Education and Education Programs

The College of Education has approval for education programs through the following state agencies:

• Arizona Department of Education
• California Commission on Teacher Credentialing
• Colorado Department of Education
• Florida Department of Education
• Hawaii Teacher Standards Board
• Indiana Department of Education
• Missouri Department of Elementary and Secondary Education
• New Mexico Public Education Department
• Nevada Department of Education
• Texas Education Agency
• Utah State Office of Education

Programs vary by state. Not all programs are approved in all states.

The University also maintains voluntary memberships with numerous educational organizations, including the American Council on Education, the Association of American Colleges, the American Association for Adult and Continuing Education, the American Association for Higher Education, National Association of Schools of Public Affairs and Administration, the Council for Adult and Experiential Learning, the College and University Personnel Association, the Pacific Association of Collegiate Registrars and Admissions Officers, the American Association of Collegiate Registrars and Admissions Officers, the Independent Colleges and Universities of Arizona, the American Association of Colleges of Nursing, National League for Nursing, the National Association of Foreign Student Admissions, Association of International Educators, the National Association of Veterans Program Administrators, the Service Members Opportunity College, and Defense Activity for Non–Traditional Support. Additionally, the University maintains memberships in various professional, program specific organizations.

Academic Programs

Undergraduate and graduate programs at University of Phoenix are offered in business and management, nursing and health sciences, education, criminal justice, social sciences, natural sciences, humanities, and information technology. Undergraduate students are required to complete general education requirements that are distributed across traditional liberal arts categories and interdisciplinary components. General Education requirements are described in greater detail in the Undergraduate Programs section of the catalog. Not all programs are offered at all campuses. Specific programs offered are listed later in this catalog.

Enrollment and Student Profile

As of the second quarter ending February 28, 2014, University of Phoenix had an enrollment of 250,300 students and had expanded to in excess of 190 campuses and learning centers in 40 U.S. States as well as locations in the District of Columbia and Puerto Rico. Additionally, University of Phoenix offers degree programs globally through its online delivery system.

According to students responding to a registration survey during fiscal year 2013, the average student is in his or her mid-thirties. Gender of entering students is approximately 66 percent female and 34 percent male. Approximately 48 percent of entering students reporting belonged to an ethnic minority.
The University of Phoenix Approach to Library Services

As busy working professionals, our students and faculty members know how difficult it can be to travel to a distant library and match their schedules to library building hours. To accommodate student and faculty needs, University of Phoenix offers library services online. This online distribution of information is well suited to the needs of today’s “knowledge workers” and offers a functional version of the types of information systems University of Phoenix students and faculty will be expected to use throughout their careers. The core of our library web site is a collection of digital resources available to all students and faculty at any time and from virtually any location where an Internet connection is available. In addition to our University Library, the library maintains selected links to other worthwhile sites on the web and provides user education and research assistance.

The online distribution of information is not only optimally matched to the needs of working professionals, but also allows for equitable sharing of library resources among students and faculty members at all University of Phoenix learning centers and in our distance education programs. Instead of encountering disparities in library resources between large and small learning centers and between on-campus and online students, all library users enjoy access to the same broad spectrum of resources regardless of where and how they attend class.

For more information, please see your Library Handbook or contact the University Library at library@phoenix.edu.

What is in the University Library?

Access to hundreds of thousands of eBooks, reference materials, scholarly journals, and periodicals all selected for their relevance to each University of Phoenix degree program are contained in the University Library’s resources. Financial reports on over 10,000 public companies and a variety of directories and other reference publications are also available. In addition, the University Library has a collection of multimedia available, including videos, images, and audio files, on a variety of topics. Many of the resources found in the University Library are academic products made available through license agreements with content providers and are not accessible to the general public like web pages found through an Internet search engine.

Getting Started with the University Library

To get started using the University Library, students and faculty members should follow these steps:

- Visit the student and faculty website https://ecampus.phoenix.edu/
  - This is the same website used to obtain course modules, grades, and other University of Phoenix resources and services.
- After logging into the student and faculty website, select the Library tab and then the University Library link to enter the University Library.
- Select an appropriate resource and begin research.

Electronic Reserve Readings

In addition to the University Library resources for research by topic, University Library staff members also maintain Electronic Reserve Readings for individual courses. These pages provide links to materials relevant to the course curriculum. Links to Electronic Reserve Readings, when available, are listed on course pages within eCampus.

Additional Resources for Help

- Reference services allow users to receive direct and in-depth reference assistance from accredited librarians.
- Interlibrary loan and documents retrieval services allow users to request a document or book not available in the University Library. Specific timelines and rules apply to this service.
- Video based research tutorials provide users with timely information which build research skills.
- Resource recommendations by subject can be found by utilizing our Choose Resources by Subject and Subject Guides on the library homepage.
- The FAQs on the homepage of the University Library contain answers to “Frequently Asked Questions” received by the library.
- The Library Handbook includes detailed information on the library collection as well as helpful tips on conducting research.

How to Contact the University Library

Student Technical Support 1-877-832-4867
Email library@phoenix.edu

International students and faculty can reach Tech Support at 1-602-387-2222. Callers should identify themselves as international students or faculty and give a call back number. Tech Support will call back to minimize phone charges.

Current Resources of the University Library

For a current list of resources in the University Library, please refer to the Library Handbook. Students, staff, and faculty can also view the full listing of the University Library’s resources by clicking the View All Resources Alphabetically link on the University Library homepage.
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THE UNIVERSITY’S TEACHING AND LEARNING MODEL

The mission of University of Phoenix is to provide access to higher education opportunities that enable students to develop the knowledge and skills necessary to achieve their professional goals. As a result, the University’s teaching and learning model is grounded in the theoretical and empirical literature of learning and cognitive psychology. The University employs best practice from recent education literature, as well as best service practices that enhance the academic experience for students who are new to higher education. This combination increases student retention and successful degree completion.

Active Learning

The model is based first on the assumption that the learner’s active involvement in the learning process is essential to good practice. Thus, in all modalities University of Phoenix classrooms are intended to be dynamic learning spaces. Instructors are expected to serve as facilitators of learning who manage the learning process by engaging learners in a variety of activities (lectures being but one) that lead students to an understanding of course content and the development of academic and professional competence. By involving students in a variety of learning activities, respect is demonstrated for diverse ways of learning and knowing. Interaction and participation in classes and Learning Teams is expected of those students in the bachelor and master degree programs. Students pursuing an associate degree at the online (excluding AACR & AAPF) are involved in collaborative learning activities, and a small number of courses may require participation in formal Learning Teams.

Collaboration

The effectiveness of cooperation and collaboration in enhancing learning is well and widely documented. Structures that encourage and facilitate collaboration are central to the University’s teaching and learning model. Working students frequently come to formal learning activities with greater life and work experience. This means that learners themselves can be invaluable resources in enhancing their own and others’ learning. Traditional pedagogy emphasizes a top-down, vertical transfer of information. Students with rich and varied experience find benefit in instructional practices that encourage collaboration. This adds a robust horizontal dimension to the learning exchange as students teach and learn from one another. Good practice in education capitalizes on this dimension to the students’ advantage.

Emphasis on Application and Relevance

There is wide agreement in the literature that students learn best when bridges are built between new knowledge and the learners’ experience. Practices that encourage reflection and application are based on the recognition that a learner’s experience provides a context through which he or she is more able to construct meaning from new information. It also makes learning relevant to the learners. In University of Phoenix courses, students’ experiences and current circumstances are interwoven with subject matter in class discussions as well as in individual, team and other collaborative assignments. Real-world relevance is critical to basic comprehension as well as to maintaining student interest. Students very often say they are able to apply at work the next day what they learned in class the night before.

University-Wide Learning Goals

The University’s faculty leadership has established five broad learning goals that guide curriculum development, instruction, learning assessment, and program evaluation and improvement. The University Learning Goals are:
1. Professional Competence and Values
2. Critical Thinking and Problem Solving
3. Communication
4. Information Utilization
5. Collaboration

The intent is to help all University graduates attain levels of theoretical and practical disciplinary knowledge appropriate to the levels of degrees or credentials they are earning, while developing competence in essential intellectual and social processes that will enable graduates to practice their professions successfully.

Curriculum

The University’s curriculum is faculty-developed and centrally managed by a team of college staff and instructional designers with objectives and outcomes that are carefully defined. Individual instructors have the responsibility to expand and enhance the basic curriculum by augmenting it with current resources and practices. The curriculum is under continual content and quality review.

Awarding Credit Hours

Credit hours are awarded in accordance with common practice among institutions of higher education. Course content and outcomes are determined by faculty and are delivered in a format informed by adult learning principles and aligned to Carnegie unit guidelines. Achievement of outcomes related to the awarding of credit hours is measured using standard national benchmarks. The curriculum at University of Phoenix is faculty-developed and centrally managed. Instructional strategies include the use of synchronous and asynchronous activities inside and outside the online and/or physical classroom and are designed to be outcome-focused and engaging. To ensure the appropriate level of curriculum coverage and rigor, students are required to participate in weekly classroom-based learning activities including direct faculty instruction and collaborative activities, and/or additional hours of faculty-directed student engagement using a variety of instructional strategies and online learning activities, which are designed to support the course topics and objectives.

The table below summarizes the minimum required number of hours of faculty-directed (instruction) and student directed (homework) learning activity engagement for each credit award value at all credential levels. Additionally, the table includes the minimum course duration (in weeks) for each credit value necessary for faculty to effectively cover course content, and for students to reasonably assimilate the information, based upon federal guidelines and commonly accepted practices in higher education. All courses which award college credit shall conform to these minimum required hours.
University of Phoenix College Credit Bearing Course Recommendations

<table>
<thead>
<tr>
<th>Credits</th>
<th><strong>Minimum required faculty-directed classroom-based hours</strong></th>
<th><strong>Minimum faculty recommended hours for student-directed homework (includes reading, research, study time, and assignment development)</strong></th>
<th><strong>Minimum hours</strong></th>
<th>Minimum required duration of course in total weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>2 (*22.5/week)</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>4 (*22.5/week)</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>90</td>
<td>135</td>
<td>5 (*27/week)</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>120</td>
<td>180</td>
<td>6 (*22.5/week)</td>
</tr>
<tr>
<td>5</td>
<td>75</td>
<td>150</td>
<td>225</td>
<td>7 (*26/week)</td>
</tr>
</tbody>
</table>

*Average hours per week, assumes student is generally taking one class at a time

Doctoral residencies, laboratory work, internships, practica, studio work, student teaching, clinical hour, and other course formats as established by the University may deviate from the minimum required duration of a course in total weeks. However, alternatives of these course types leading to the award of credit hours must still reflect at least an equivalent amount of work (i.e., time on task) as outlined in policy.

Program length is determined by faculty in accordance with common practice among institutions of higher education. The following list reflects the minimum number of credits generally required at each credential level.

**Degree Level & Minimum Total Semester Credits:**
- Associate Degree: 60 credits
- Bachelor Degree: 120 credits
- Master's Degrees: minimum 30 credits beyond the Bachelor Degree
- Ph.D. or Applied Doctorate: minimum 30 credits beyond the Master's Degree

**Access and Convenience of Time and Place**

The University's goal is to make access to programs and services available to all those who wish to avail themselves of them and to work to completion of a degree program.

University of Phoenix campus-based programs are offered at times and in places that are convenient to adult learners. Classes are held primarily in the evening and on weekends when learners are most likely to need access. Wherever possible, campuses and learning centers are located at strategic locations near major freeways and thoroughfares that permit convenient access.

Access in the 21st Century means many different things. To the student in rural America or the working parent with children at home, access may be possible only through an Internet connection. Those students usually work toward their degrees through courses offered online or via FlexNet®, a combination of classroom and online learning.

**Program Format**

University of Phoenix is a non-term institution and does not operate according to a traditional academic calendar. New student cohorts can begin at any time. Typically, graduate courses at University of Phoenix meet for six consecutive weeks and undergraduate courses meet for five weeks. Classes delivered via the online modality meet asynchronously throughout each course week. Campus-based classes meet once per week for four (4) hours.

When a course ends, the next course usually begins the following week. This intensive calendar allows students to achieve their educational goals in a more time-efficient manner. The University's low student/faculty ratio and class size that averages 13-15 students facilitate active learning and collaboration and encourage time-on-task. As a rule, bachelor and graduate degree seeking students take only one course at a time. This allows them to focus attention and resources on one subject, a structure that enhances learning and helps students balance ongoing professional and personal responsibilities.

**Class Size**

Minimum and maximum class size may vary by college, course, and location. Some Schools and Colleges may determine a specific minimum and maximum class size given the curriculum and learning model.

**Learning Teams**

In addition to regular course instructional sessions, bachelor’s and master’s level students work in Learning Teams. Learning Teams are small groups of three to six students drawn from within the larger cohort. Learning Teams are an essential design element in the University’s teaching and learning model through which students develop the ability to collaborate -- an ability expected of employees in information-age organizations and one of the University’s primary learning goals. Due to the unique teaching and learning model and objectives, students enrolled in an associate degree program at online (excluding AACR & AAPF) usually do not participate in Learning Teams, but are encouraged to collaborate and participate in classroom assignments.
All students enrolled in degree programs and/or designated certificate programs using the learning team model must meet learning team attendance policies. Teams may meet in person or via teleconference, real-time electronic conferencing, or asynchronous meeting in the classroom team forums. Students must indicate their participation in the learning team meetings and/or assignment deliverables. Students are expected to actively participate in the team’s activities. Students attending a local campus must acknowledge participation in their learning team each week in the Assignments section of eCampus. At the end of each course, students are given the opportunity to evaluate the contributions of each team member to the accomplishment of team goals.

Faculty

University of Phoenix faculty members are accomplished managers, technology leaders, professional educators, corporate executives, financial officers, healthcare and human services professionals and leaders in other professional arenas. A listing of faculty may be obtained at each local campus and/or in the appendix pages at the end of this catalog. Faculty Lists are also published for each college and school on www.phoenix.edu.

Staff Screening

All external candidates must have a new background check submitted each time they are being considered for a position with the University. The background check must be completed prior to the start date.

Student Technology Recommendations and Competencies

In an effort to assist students with adequate preparation for their course work at the University of Phoenix, technology recommendations and competencies have been established. These recommendations and competencies are in effect for the School of Advanced Studies, School of Business, College of Education, College of Information Systems and Technology, College of Health Professions, College of Security and Criminal Justice, College of Humanities and Sciences, College of Social Sciences, and the School of Continuing Education. To that end, students will need to access and use the hardware and software as described below. Additional recommendations and competencies may be required for particular courses/programs. Students using software and hardware other than that recommended must still meet the technology competencies. Please note that due to the rapid rate of change in information technology, hardware and software competencies will be updated on a regular basis. Some courses in the College of Information Systems and Technology may require additional software.

Technology Recommendations

Hardware and Peripherals

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high speed internet connection with a connection speed of 1.5 MB/s or better.
- The use of satellite and cellular connections may result in slowness or errors (timeouts, access problems) when accessing the classroom and course materials

- The use of public access computers and internet (for example, at restaurants and public institutions such as libraries) may result in slowness or errors (timeouts or access problems) when accessing the classroom and course materials. Public access computers may not permit any access to certain course materials or systems due to security limitations.
- Monitor and video card with 1024x768 or greater resolution
- Speakers/Headphones and Microphone
- Public access computers may not permit usage of speakers, headphones or microphones.
- A web camera capable of video web conferencing
- Public access computers may not permit usage of web cameras.

A DVD/CD-ROM drive may be needed to install software in select courses

Software and Applications

You need access to and familiarity with the following items.

Operating System

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Windows®</td>
<td>Windows 7</td>
</tr>
<tr>
<td>Apple® MacOSx</td>
<td>MacOSx 10.9</td>
</tr>
</tbody>
</table>

Some courses may utilize software that requires a Windows computer or a Mac with a Windows partition.

Web Browser

<table>
<thead>
<tr>
<th>Browser</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>10 or higher</td>
<td>11 or higher</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>35 or higher</td>
<td>39 or higher</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>31 or higher</td>
<td>34 or higher or 31 ESR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Browser</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Safari</td>
<td>7 or higher</td>
<td>8 or higher</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>35 or higher</td>
<td>39 or higher</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>31 or higher</td>
<td>34 or higher or 31 ESR</td>
</tr>
</tbody>
</table>
Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are recommended when the option is available.

**Additional Software**
- Microsoft® Office 2010 or later for a personal computer (PC), Microsoft® Office 2011 for a Mac.
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- An up to date installation of Java® may be required for some courses
- A system enabled to allow installation of browser plug-ins as required
- Local administrative privileges to operating system may be required
- A current antivirus application (updated regularly)

Some courses may require the purchase of additional software including
- Microsoft® Visio
- Microsoft® Project

**Mobile Devices**
Students are required to have access to a PC or Mac but may use a mobile device such as a phone or tablet as a secondary means of access with the University of Phoenix mobile app. Access to website functionality and required course materials may be limited on mobile devices.

**College Specific Requirements**

**The College of Information Systems and Technology**
The College of Information Systems and Technology may require access to additional software. Software currently provided by the University on the student website is subject to change and may require students to purchase or obtain access to the software. Please look for updated software requirements in your course.

Students must have access to a Mac computer to complete iOS mobile coursework or the latest Windows operating system to complete Windows mobile coursework. These courses are options in the BSIT/Mobile Development concentration and the Advanced Mobile Development Certificate and as individual courses as electives.

**School of Advanced Studies**
The School of Advanced Studies requires doctoral learners to bring a laptop computer to residencies.

**College of Education**
The College of Education may require access to additional software and hardware for the purpose of meeting individual state mandates. You may be required to submit video clips during your program to meet assignment, assessment, and licensure requirements. You may be required to purchase or obtain access to relevant software and hardware. Please look for updated software/hardware state specific requirements in your courses, including student teacher practicum.

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**eCampus: Student and Faculty Portal**
eCampus is a secure multifunctional electronic gateway to student services, the University Library, class schedules, course materials, the electronic class environment, assignment feedback and grade reports, as well as transcripts. eCampus is accessible 24/7 and requires no special software. Students can login to eCampus from any computer and Internet Service Provider. Student resources on eCampus include the University Library, ebooks, Media Library, Center for Writing Excellence, Center for Mathematics Excellence, student workshops, Life Resource Center, and Phoenix Career Services. Changes made at the institution are provided to students through catalog updates and other communications available through eCampus.

When students are admitted to a program, they are provided with all the information needed to connect to eCampus. Each student’s eCampus login credentials are unique; students must not share their login credentials with anyone.

University of Phoenix students attend class on-campus, online, or in a hybrid modality known as FlexNet®. Regardless of modality, all students use the same materials for a specific course, have access to all student resources available on eCampus, and turn in assignments by accessing assignment links on eCampus.

Discussions and participation during online class weeks are asynchronous, so there is no need to be online at a specific time during each online class week. Class discussions are private, limited to members of the class.

University of Phoenix authorizes Directors of Academic Affairs, Campus Academic Directors, Campus College Chairs, and certain university administrators as well as certain faculty to review submissions to the electronic class environment and to assignment links to assist in the resolution of grade disputes, grievances, and charges of academic dishonesty, as well as to confirm and/or investigate other academic-related issues as necessary.

**Classroom Recording Policy**
Students may only make audio and/or video recordings of University of Phoenix class presentations, activities, and discussions if they meet one or more of the following criteria:
- the recording occurs with the prior written consent of the faculty teaching the class and of all students in the class at the time of the recording
- there is a documented University of Phoenix Disabilities Service Office authorized accommodation requiring recording of specific parts of a class session

Faculty wishing to make audio or video recordings of class presentations, activities, and/or discussions must obtain prior written permission of the campus Director of Academic Affairs and of all students in the class at the time of the recording.

If a class recording is made with appropriate authorization, unless there is clear and unambiguous prior written approval to the contrary, the recording must not be copied or shared with others, posted on a website to which others have access, or disseminated in any other manner, but shall be used for personal class-related study purposes only by the individual who made the recording.
UNIVERSITY POLICIES

Calendar

The educational mission of the University of Phoenix is to provide access to higher education opportunities that enable students to develop the knowledge and skills necessary to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to their communities. A student could begin a degree program in virtually any month of the year. This calendar allows the adult student to balance the demands of career, family, and education.

Students qualifying for financial aid may receive a new award each academic year. An academic year is defined as the period of time in which a student completes at least 24 credit hours and 30 weeks of instructional time. Therefore, students may have their eligibility assessed for grants and/or loans several times during their program of study. The average processing time for financial aid is 90 days. Students should reapply for financial aid prior to the start of each new academic year.

2016-2017 Online Holiday Calendar

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th of July</td>
<td>July 4, 2016</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5, 2016</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 24, 2016 - November 27, 2016</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 20, 2016 - January 2, 2017</td>
</tr>
<tr>
<td>Martin Luther King Jr Day</td>
<td>January 16, 2017</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 20, 2017</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 14, 2017</td>
</tr>
<tr>
<td>Easter</td>
<td>April 16, 2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 29, 2017</td>
</tr>
</tbody>
</table>

2016-2017 Online Associates Holiday Calendar

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th of July</td>
<td>July 4, 2016</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5, 2016</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 24, 2016 - November 27, 2016</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 19, 2016 - January 1, 2017</td>
</tr>
<tr>
<td>Martin Luther King Jr Day</td>
<td>January 16, 2017</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 20, 2017</td>
</tr>
</tbody>
</table>

Course Equivalencies

Equivalent courses are University approved courses that act as an acceptable alternative to a required course, as determined by the College and may apply to a program in place of a required course. Courses must have substantially similar content, course objectives, and/or learning outcomes. The equivalencies are subject to change based on program update or College need. Equivalent courses must be an equal level or higher, and have the same number of credit hours or higher. Combination equivalencies are used when the content of two or more courses taken together are deemed to have substantially similar content, course objectives, and/or learning outcomes to the content of one course. Unless stated, when a combination of multiple courses is used to satisfy an equivalency with a course, the excess credits from the combination may apply towards the Additional Liberal Arts, Interdisciplinary, and/or Elective requirements for the program.

If all courses needed to satisfy a combination equivalency are not completed, the equivalency will not be satisfied. Students should complete the required course as outlined in the program policy. When two equivalent courses are completed, only the most recent course completed will be counted for credit and grade point average calculations.

The College may also provide course options which are not direct equivalencies to the required course, but which the College has determined to be acceptable alternatives to a required course for a specific program.

Course Cancellation

The University of Phoenix may be required to cancel courses or programs when necessary. In addition, courses or programs may not begin on their scheduled start dates in the event of certain circumstances, such as faculty unavailability or insufficient enrollment. In such situations, the University will work with students in an effort to provide them with the opportunity to reschedule or to transfer to a comparable University course or program if available. Any payments made for cancelled courses will be refunded or applied to another University course or program. All attempts will be made to address such cancellations with registered students as early as possible.

Directed Study

With approval of the Campus Director of Academic Affairs or designated appointee, students may complete Dean approved courses, as available, via Directed Study delivery as outlined below:

• Degree program enrollment: a maximum of twelve (12) completed credits in the program
• Credit bearing certificate program enrollment consisting of four or more courses: a maximum of three (3) completed credits in the program.
• Deployed active duty military students: a maximum of (15) completed credits per academic year upon providing official documentation of the deployment timeframe to their local campus.

Concurrent Enrollment

Concurrent enrollment is defined as simultaneous enrollment. This refers to enrollment in any two University courses. Students enrolled in courses outside the University are excluded from the definition. Courses will be considered concurrent when start and/or end dates overlap.
• Students enrolled in an undergraduate or graduate degree program may not enroll in more than two credit bearing courses concurrently.
• Students enrolled in an Online Associate degree program may not enroll in more than three credit bearing courses concurrently.
• Concurrent enrollment in the first four courses is prohibited for all new students.

Multiple University Degrees

Students may earn multiple credentials from the University of Phoenix. The following policies apply:
• Only one degree in a specific discipline may be earned at each program level (i.e. associate, undergraduate, graduate); however, students can earn multiple degrees in different disciplines.
• Students may earn only one certificate in a specific discipline at each course level (lower division, upper division, graduate).
• Programmatic residency must be met for each credential through the completion of a prescribed minimum number of unique University of Phoenix credits.
• Graduate degree-seeking students must complete a minimum of 18 credits toward an additional degree.
  Exceptions are outlined within programmatic policies.
• Bachelor degree-seeking students must complete a minimum of 30 unique credits of the additional degree’s required course of study in order to meet residency.
• Residency requirements that do not fall within the above guidelines are outlined in specific program policies.

The University has identified the maximum number of credits a student may complete during a 12-month period. This limit is determined based on the student’s actual start date in their program at the University. The number of credits completed within a 12 month period is limited by the program level of study the student is actively pursuing.
• All undergraduate students may complete a maximum of 45 UOPX credits in a 12 month period.
• Graduate students may complete a maximum of 39 UOPX graduate credits in a 12 month period.

Students who are enrolled in both graduate and undergraduate programs are limited by the undergraduate credit maximum.

Course Credits

All credits issued for successfully completed University of Phoenix course work are in semester credits. Courses numbered 100-299 carry undergraduate, lower division credit. Courses numbered 300-499 carry undergraduate, upper division credit. Courses numbered 500-599 carry graduate credit. Professional courses numbered 600-699 may be applied to either undergraduate or graduate credit requirements. Courses numbered 700-799 carry doctoral credit.

Most courses are three semester credits. In a typical three-credit course, and consistent with federal and accreditation requirements regarding the award of college credit, students can expect to engage in a minimum of 45 hours of faculty directed learning activities including classroom-based instruction/discussion, learning team projects, and/or additional learning activities (e.g., simulations, tutorials, videos, etc.). Additionally, students can expect to engage in a minimum of 90 hours of faculty recommended homework (i.e., reading, research, assignment development, and class preparation). These faculty-directed and student-directed expectations are intended to ensure a minimum level of content coverage and overall curriculum rigor is achieved in addressing the course objectives.

Student Identification Numbers

All students are assigned a unique student identifier called an Individual Record Number (IRN). This is the primary number students use to obtain campus, web and voice response services. A letter and ID card will be mailed upon request.

Name and Social Security Number Changes

The University requires documentation of legal name and social security number changes. The following primary forms of identification will be accepted for a legal name change:

<table>
<thead>
<tr>
<th>List A or</th>
<th>List B and List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Ordered Name Change</td>
<td>State ID</td>
</tr>
<tr>
<td>Social Security card</td>
<td>Driver’s License</td>
</tr>
<tr>
<td>Passport/ Passport Card</td>
<td>Voter’s Registration Card</td>
</tr>
<tr>
<td>Permanent Resident Card</td>
<td>Certificate of Naturalization</td>
</tr>
</tbody>
</table>

These forms must illustrate the name exactly how it is requested on
Auditing students who have met the minimum attendance require-
procedures that apply to non-auditing students. Auditing students are governed by all University policies and pro-
student-related documents in connection with their education record. Nobody other than the student may sign forms (wet signature or e-signature) on behalf of a student.

Duplication of Credit

Duplication occurs when students take the same course more than once or take a course that duplicates the content of a satisfactorily completed course. The grade and credit earned for the most recently completed course will apply toward academic standing and the total number of credits required for degree completion. The previously completed course will remain on the permanent transcript, but will not be applied toward academic standing or the total number of credits required for degree completion.

Course Audit Policy

With approval of the Campus Director of Academic Affairs or designated appointee, students may register for and audit University courses.

Auditing students are passive participants in the class and are not held accountable for Study Group Task/Team work nor for assignment submission unless otherwise negotiated with the faculty member.

Auditing students are governed by all University policies and procedures that apply to non-auditing students.

Auditing students who have met the minimum attendance require-
ments for the course will receive a grade of "AU" on their perma-
CIVILIAN DISABILITY

Military Deployment and Readmission

The Higher Education Opportunity Act (HEOA) provides that an institution may not deny admission or readmission to a service-
member of the uniformed services for reasons relating to that service. An affected servicemember is any individual who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, on active duty for training, and full-time National Guard duty under Federal authority for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days. A call/or order to active duty includes state-side deployment of active duty military personnel and deployment outside of the country. This does not include National Guard service under authority of State law.

The policies outlined below support and assist University of Phoenix with the deployment and readmission of students who are servicemembers.

• Upon receipt of deployment orders, students should be advised to notify the University’s Military Division either orally or in writing. It is recommended that a copy of the military deployment paperwork or a signed official letter from the commanding officer be submitted to the student’s campus. Although this formal documentation is not required at the time of deployment, students should be advised that it will be necessary in order to be readmitted. If documentation is provided, the campus must fax the documents to exp@phoenix.edu for assistance.

• Prior to deployment, students should be advised of FERPA policies as the University is unable to coordinate decisions regarding the student’s record or take action on the student’s record through a third party without appropriate authorization granted through a Power of Attorney. The Power of Attorney form must be housed in the student’s exp file.

• Students enrolled in a course at the time of deployment are eligible to receive excused absences in accordance with the excused absences policy. Campuses should use discretion and take such action only if the excused absences would benefit the student by allowing the student the opportunity to complete the course instead of being automatically dropped from the course for not meeting the University course attendance requirement.

• If the student will be unable to complete the course due to military deployment, the student may drop from the course and receive a full refund of tuition and mandatory fees for the course and a withdrawal "W" grade may be issued.

• If the student would like an opportunity to complete the course while deployed, an incomplete "I" grade can be issued instead of a "W" grade. The "I" grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The campus practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete "I" grade shall be waived for deployed students.
• Students scheduled to be deployed for active military duty should be advised to contact their campus Financial Representative regarding the status of their account and/or financial aid.
• Program completion deadline and re-entry policies will be suspended to cover deployment time provided the student's cumulative absence from the University does not exceed five years.

Any student whose absence from the University is necessitated by reason of service in the uniformed services is entitled to readmission if the following criteria are met:
• The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives verbal or written notice to the University’s Military Division verifying that the student’s absence from the University was necessitated by service in the uniformed services.
• The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services does not exceed five years.
• The student submits verbal or written notification of intent to reenroll.
• A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge, OR
• A dismissal of such person permitted under section 1161(a) of Title 10, USC, OR
• A dropping of such person from the roles pursuant to section 1161(b) of Title 10, USC.

With the same number of credit hours completed previously by the student, unless the student is readmitted to a different program or program version to which the completed credit hours are not transferable.
• With the same academic standing (SAP) the student previously had.
• If the student is readmitted to the same program, the student will be assessed the same tuition and fee charges for the first academic year of return that he/she would have been assessed during the academic year when the student left the university. For subsequent academic years, a student admitted to the same program will be charged no more than the institutional charges for the first academic year of return that he/she would have been assessed during the academic year when the student left the university.
• If the student is admitted to a different program he/she will be charged no more than the institutional charges that other students in the program are assessed for that academic year.
• If the student is not prepared to resume the program at the point where he/she left off, or will not be able to complete the program, the University will make reasonable efforts to help the student become prepared to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost and allowing the student to retake a pretest at no extra cost.

Re-entry policy for Servicemembers Opportunity Colleges (SOC): Students out for a period of more than three years, with current, active or prior military experience in the Army, Coast Guard, Marine Corps, and Navy are covered under the Servicemembers Opportunity Colleges (SOC) guidelines, and therefore will be permitted to continue in their original program/version of study. These students are required to complete all degree requirements within the graduation deadline period. Students are granted five (5) years to complete an associate degree and eight (8) years to complete an undergraduate degree from the first date of positive attendance with the University. If the student is unable to complete their degree requirements within the deadline, the University is not obligated to uphold the agreement of the SOC Degree Network.

Transit Student Policy

A transient student is an individual who is enrolled in a degree program at an outside institution but is approved to complete non-degree coursework at University of Phoenix (UOPX) to fulfill program requirements at their home institution.

Prior to being scheduled for coursework at UOPX, Transient students must have an approved transient student request form on file.

Students attending the University as transient students:
• Will be held accountable for, and be governed by, all University classroom, conduct, and other associated policies regarding student behavior and academic progression as set forth in the University’s Academic Catalog.
• Will not be reviewed for the specific University admission requirements as a degree-seeking student.
• Are held to their home institution’s academic preparedness requirements and will not be individually reviewed for satisfying University pre-requisite requirements for the courses they are entering.

Acceptable Transfer Activity

The following completed transfer activity types will be reviewed for transfer into the university:

1. Coursework which was completed at an institution that offers associate degrees or higher, which was accredited, or a candidate for accreditation at the time the student attended, by a regional or approved national accrediting body, or a foreign institution recognized/authorized by the country’s Ministry of Education, will be reviewed for transfer into the University. The current listing of regional and national accrediting bodies is maintained by the Council for Higher Education Accreditation. In addition, graduate level coursework from institutions that hold accreditation through the ABA (American Bar Association) or that have been provisionally approved for accreditation may also be reviewed for transfer into the University. Coursework from ABA accredited institutions that is not from a Graduate level program will not be accepted. JD, LLB, LLM are considered graduate level programs.
2. American Council on Education credit recommendations
3. National testing program credit earned from:
   a. College Level Examination Program (CLEP®)
   b. Excelsior
   c. Berlitz
   d. National League of Nursing Exams (NLN)
   e. Advanced Placement Examinations (AP)
   f. Defense Language Proficiency Tests (DLPT)
   g. College Level General Education Development (GED)
   h. DSSST Exams (previously DANTES and USAFI)
4. Prior learning that has been assessed for credit-worthiness by either the Prior Learning Assessment department or by one of the University’s Colleges, Schools, or Provost’s Office.

To evaluate previously completed transfer activity, the University must receive transcripts, mark sheets, and documents that are originals from the issuing institution. Documents from Canada or the United States and its territories must be submitted in a sealed
envelope or via an approved alternative means such as fax, Escrip, or EDI directly to the University of Phoenix. Applicants with academic records from colleges or universities in other countries: The University will accept copies of academic records issued from international institutions with no time of issue limitations. If official academic records are received directly from the institution in a sealed envelope, no verification will be required. Students with International credentials will be placed on an Admissions status of RI (Registered International Credentials) until either the verification or official document is received from the issuing institution. CLEP® is a registered trademark of the College Entrance Examination Board, registered in the U.S. and/or other countries.

**Evaluation of Transfer Activity**

Only transfer activity evaluations performed by the University’s Office of Admissions & Evaluation or Prior Learning Assessment are official. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change. The following criteria are applied to the evaluation of all transfer credit:

1. Credit-bearing coursework in which students earn a minimum grade of “C-” or grades of credit, pass or satisfactory may be accepted towards student’s degree requirements.
2. Acceptable transfer activities will be transferred as semester hour credit.
3. The University will accept courses that are numbered as non-remedial, college level, transferable, or degree applicable, as determined by the issuing institution’s transcript key.
4. Lower and upper division credit is transferred as awarded by the issuing institution.
5. Physical Education activity credits are limited to four credits.
6. Application of transferable credit and limitations are determined by program requirements and by state or jurisdiction of the student’s residence.

Specific regulatory requirements regarding credit limit applications are listed in the grid below and apply to residents regardless of modality of study. Use this grid for the given states only.

<table>
<thead>
<tr>
<th>State</th>
<th>Total Credit Awards</th>
<th>Area Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas Residents</td>
<td>30 for Bachelor Programs</td>
<td>• Professional Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Experiential Essays</td>
</tr>
<tr>
<td>Georgia Residents</td>
<td>No more than 25% of the degree can be earned using any one specific award type. Students cannot exceed 50% of their degree being earned using a combination of these award types.</td>
<td>• Credit by Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Professional Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Experiential Essays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Military</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Testing Programs</td>
</tr>
<tr>
<td>Oregon Residents</td>
<td>30 for Bachelor programs</td>
<td>• Professional Training</td>
</tr>
<tr>
<td></td>
<td>15 for Associate programs</td>
<td>• Experiential Essays</td>
</tr>
<tr>
<td></td>
<td>*Effective 8/1/2005, the following areas added:</td>
<td>• Military</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Testing Programs</td>
</tr>
</tbody>
</table>

Coursework earned in the following manners will not be accepted in direct transfer towards University degree requirements:

1. Credit is not awarded for transfer activity that duplicates or is regressive to previously completed transfer activities, either at the same or a different transferring institution. If a transcript is received by the University following initial evaluation that shows that a transfer activity duplicates an activity that has already been accepted in transfer, only the credit awarded to the initial transfer activity will be accepted and reviewed for applicability to the student’s program.

2. Professional development level or vocational courses as determined by the issuing institution’s transcript key or program description.

**Associate degree transfer policy:** Students transferring to University of Phoenix into an undergraduate baccalaureate degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BSED, BS/BIO, BA/ENG, BS/EVS, BS/HIS, BS/HST, and BSIT [all concentrations]) with a previously completed regionally accredited Associate of Arts degree from a Community College will be considered as satisfying their lower division elective and general education requirements making the student Required Course of Study ready at University of Phoenix. Students utilizing this policy will still need to meet all pre-requisite or state specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program.

**California block transfer policy:** Students transferring to University of Phoenix into an undergraduate baccalaureate degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BSED, BS/BIO, BA/ENG, BS/EVS, BS/HIS, BS/HST, and BSIT [all concentrations]) or students residing in Arkansas, Nevada, Oregon, Puerto Rico with a previously completed CSU (California State University) or IGETC (Intersegmental General Education Transfer Curriculum) certification from a regionally accredited California College or University will be considered as satisfying their General Education liberal arts component for their degree program. Students utilizing this policy will still need to meet all pre-requisite or
state specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at University of Phoenix is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of Phoenix to determine if your credits or degree, diploma or certificate will transfer.

Servicemembers Opportunity College

University of Phoenix is a current member of the Servicemembers Opportunity Colleges Degree Network System (DNS). The DNS is a group of institutions selected to provide servicemembers and their eligible family members the opportunity to complete college degrees without losing credit because of frequent changes in duty station. For example, many courses offered by member institutions have two-way guaranteed transferability to provide more flexibility and options in order to satisfy degree requirements. The SOC DNS Student Agreement issued to all eligible students at member institutions provides a complete evaluation of the servicemember’s prior learning, including courses from other colleges and universities, military training courses, military occupational experience, nationally-recognized exams, and other non-traditional credit, as well as clearly identifying requirements for completing the degree. Current SOC Degree Network System membership and participating degree information is available at http://www.soc.asascu.org. Although University of Phoenix is currently a member of the SOC Degree Network System, membership or participating degrees may change at any time.

Nondiscrimination Policy

University of Phoenix is guided by the principle of equal opportunity and respect for others. The University is firmly committed to providing equal opportunity in its educational programs and activities, including admission, and employment practices and will not tolerate any discrimination or harassment of any kind with regard to race, color, religion, sex (including pregnancy or childbirth), sexual orientation, gender identity, gender expression, nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law. More specifically, the University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1974, and any other applicable federal, state, or local law.

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the University of Phoenix. Retaliation, in any form, against the person raising such a concern will also not be tolerated by the University of Phoenix.

Discrimination Grievance Procedures:

1. Students, faculty, or staff alleging discrimination should present their grievance as soon as possible after the incident(s) that gave rise to the allegation(s). In most cases a student must present the grievance within six weeks after the alleged incident(s), (E1, E2)
2. Allegations of sex discrimination (including discrimination based on sex, sexual orientation, gender identity, gender expression, and nonconformity with sex stereotypes) must be presented to Camie Pratt, Vice President and Title IX Coordinator, 4025 S. Riverpoint Parkway, Mailstop CF-5907, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu. Title IX concerns will be processed according to the Title IX/VAWA Policy (http://cdn.assets-phoenix.net/content/dam/altcloud/doc/UOPX-Title-IX-and-VAWA-Policy-accessible-final.pdf).
3. All other discrimination claims must be presented to the Campus Director of Academic Affairs, Campus Director of Operations, Campus Director of Student Services, or their respective designee.
   a. Campus Director of Academic Affairs, Director of Operations, or Director of Student Services, or their respective designee will conduct a prompt, thorough and impartial investigation and make a determination on whether the student presented a factual connection between the allegation of discrimination and the alleged actions.
   b. If the appropriate director or designee finds that there is a factual connection between the allegation of discrimination and the alleged actions then one of the following procedures will be followed:
      i. If the accusation is against a faculty then the Faculty Code of Conduct procedures apply.
      ii. If the accusation is against a student then the Student Code of Conduct procedures apply.
      iii. If the accusation is against an employee then the Title IX Coordinator or their designee will contact Human Resources and human resources policies for processing claims of discrimination will be followed.
   iv. In the event that the University finds that the discrimination was not caused by an individual’s actions, but rather by a discriminatory policy or practice, the University will take steps to remedy the discrimination and prevent its recurrence. These steps may include revising a policy or practice that has resulted in discrimination, eliminating the policy or practice, and/or addressing any effects of the discrimination on the individual filing the grievance.

Harassment Policy

The environment at each of the University’s locations must be free of all forms of improper or unlawful harassment, including sexual harassment or sexually offensive conduct. This policy applies in the online environment, as well as all learning centers and central administration locations. Harassing behavior can range from inappropriate to illegal. Conduct on the part of faculty, staff, or students which would violate this policy includes, but is not limited to:

- Unwelcome or unwanted advances, sexual or otherwise,
- Requests for favors, sexual or otherwise,
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of favors or submission to requests, sexual or otherwise,
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.,
• Offensive verbal conduct, including sexually or otherwise explicit jokes, comments, innuendo, or other tasteless action that would offend a reasonably sensitive person,
• The display of sexually or otherwise offensive pictures, posters, illustrations, or objects,
• Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability.

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the University of Phoenix. The University encourages those who experience or witness harassment to report the behavior for investigation. Retaliation, in any form, against the person raising such a concern will also not be tolerated by the University of Phoenix.

Harassment Grievance Procedures

Students, faculty, or staff alleging harassment should present their grievance as soon as possible after the incident(s) that gave rise to the allegation(s). In most cases, a grievance must be presented within six weeks after the alleged incident(s).

The following is an exception to the six-week limitation period:

• If the alleged harassment occurs in the context of a student’s involvement in a particular course, the student may file a grievance within six weeks after the student’s grade in that particular course has been issued, even if the last act of alleged harassment within that course occurred more than six weeks prior to the presenting of the grievance.

• Additionally, an exception to the six week limitation period will be granted upon a showing of good cause, including the existence of extenuating circumstances that prevented the student from filing the grievance (e.g., incapacitation).

Allegations of sexual harassment must be presented to Camie Pratt, Vice President and Title IX Coordinator, or designee, 4025 S. Riverpoint Parkway, Mailstop CF-S907, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu.

The Title IX Coordinator or their designee will manage efforts to conduct a prompt, thorough and impartial investigation and make a determination on whether the party presented a factual connection between the allegation of sexual harassment and the alleged actions.

• If the Title IX Coordinator finds that there is a factual connection between the allegation of sexual harassment and the alleged actions then one of the following procedures will be followed:
  - If the accusation is against a faculty then the Faculty Code of Conduct procedures apply.
  - If the accusation is against a student then the Student Code of Conduct procedures apply.
  - If the accusation is against an employee then the appropriate campus director or their designee will contact Human Resources and the policies of the Human Resources Department for processing claims of harassment will be followed.

• In the event that the University finds that the harassment was not caused by an individual’s actions, but rather by a discriminatory policy or practice, the University will take steps to remedy the harassment and prevent its reoccurrence. These steps may include revising a policy or practice that has resulted in harassment, eliminating the policy or practice, and/or addressing any effects of the harassment on the individual filing the grievance.

• In instances where it is determined that a formal process is not appropriate the student, faculty or employee may be warned or counseled regarding the allegation.

Disability Services

The University recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of a disability and requiring the University to provide accommodations to otherwise qualified disabled students in all University programs and activities. Determination of accommodations and compliance with the ADA and the Rehabilitation Act for students are managed by the University Disability Services Office. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against the University for its noncompliance with the policy.

Disability Services Office Contact Information

The Disability Services Office provides students with the opportunity to contact a Disability Services Advisor, via e-mail, 24 hours a day. For more information, please visit: http://www.phoenix.edu/students/disability-services.html. The department’s mailing address and phone number is:

4025 S. Riverpoint Parkway
Phoenix, AZ 85040
Student Organizations

It is the policy of University of Phoenix (UOPX) to provide our students with opportunities to form student organizations that are recognized under the University’s Conditions of Recognition for Student Organizations (RSO).

Conditions of Recognition for Student Organizations

The University has established the following minimum criteria that each student organization must meet to be recognized by, and to function within, the University of Phoenix community:

- Recognized Student Organizations are independently installed, organized, and managed by students enrolled and actively attending at the University.
- All student members of a University Recognized Student Organization must be enrolled in and must have posted positive attendance within the last 90 days.
- Recognized Student Organizations must operate under the appropriate bylaws and/or policies to ensure that their student members remain in good academic and financial standing with the University and are free from code of conduct violations and related disciplinary action.
- Recognized Student Organizations are recognized by, but not official units of University of Phoenix or Apollo Education Group, Inc.
- Recognized Student Organizations must have a published purpose/mission, operate under a formal leadership/governance structure, and maintain membership rosters, financial statements, meeting minutes, etc. Said items shall be submitted upon initial application and upon annual review or more frequently, as required or requested.
- Recognized Student Organizations must have a University-approved Campus Liaison. The role of the Campus Liaison is voluntary and intended to serve as a liaison between the campus-based student organization and the University and to provide general guidance related to installing, organizing, leading, managing, and sustaining a healthy and productive student organization. If it becomes necessary for a student organization to be dissolved, the Campus Liaison will provide guidance/support to ensure a seamless exit strategy for the participating students, student organization, and the University. (Information pertaining to the minimum University of Phoenix Campus Liaison criteria is provided on pages 11-12).
- Recognized Student Organizations may not possess any financial ties or result in any financial impact to University of Phoenix or any other subsidiaries of Apollo Education Group, Inc. All expenses related to installing, organizing, leading, managing, and/or sustaining a student organization are the sole responsibility of the student organization.
- The tax status of the University does not extend to student organizations. Student organizations must follow all local, state, and federal guidelines. Student organizations have sole responsibility for securing, maintaining, or demonstrating that they operate under the appropriate nonprofit tax exemptions (i.e., 501(c)(7)) or tax employer identification numbers, as appropriate. Under no circumstances are student organizations allowed to utilize the federal tax numbers or designations of University of Phoenix or any other subsidiaries of Apollo Education Group, Inc.
- Consistent with the University of Phoenix Mission, Recognized Student Organizations must strive to enhance the student experience, the University culture, and their communities as demonstrated with the organization’s purpose/mission and charter.
- Recognized Student Organizations must meet all Conditions of Recognition and agree to abide by all University of Phoenix regulations, policies, and procedures. This includes, but is not limited to, all academic catalog policies, campus safety policies, consumer information policies, public relations policies, marketing/advertising guidelines, privacy policies, and the student, faculty, and staff codes of conduct.
- Recognized Student Organizations must be open to all students who meet the membership requirements. Recognized Student Organizations may not limit membership based on race, color, gender, age, religion, disability or perceived disability, veteran status, sexual orientation, gender identity, national origin, or any other category protected by federal, state, or local law.
- Student organizations must submit a Student Organization Recognition application to the University of Phoenix Office of Academic Administration and be approved by the University to receive formal recognition status and recognition-related benefits. Formal recognition and access to the recognition-related benefits will not be granted until an application is reviewed and approved.
- Recognized Student Organizations must submit for affiliation renewal 30 days prior to the anniversary of their initial recognition approval date. Upon approval, recognition status and benefits will be renewed for one year. This ensures proper maintenance of each student organization recognition and continued compliance with regulatory, policy, and procedural changes.
- Student Organizations that are academically oriented or request to install an institutional-level chapter/chapter must receive approval from the appropriate Institutional Sponsor (i.e., College/School Dean or Director-level representative in the University of Phoenix Central Administration), as appropriate.
- The bylaws and/or policies for any student organization must meet the minimum standards outlined in the Recognized Student Organizations Handbook.
- Recognized Student Organizations must meet one of the University’s approved Student Organization Types and Recognition Statuses as defined below.

Approved Recognized Student Organization "Types"

- Academic excluding Honor Societies - Academic organizations are generally intended for students with common academic interests, pursuing a particular field of study, and/or students who are interested in academic engagement and support beyond the classroom.
• Honor Societies - Honor Societies are generally geared toward students who demonstrate a high level of academic achievement. Membership in honor societies (e.g., Delta Mu Delta) is typically by invitation and criteria-based.
• Professional -Established professional associations are generally intended for students with a specific program, interest area, and possibly occupational aspirations in a professional field (e.g., Project Management Institute [PMI], Society for Human Resource Management [SHRM]).
• Service - Service organizations are generally intended for students seeking opportunities to participate in community service and/or philanthropic activities.

Approved Recognized Student Organization Recognition “Statuses”
• University-Level Recognition - Student organizations, which have been approved by the University and the participating student organization’s corporate office to install an institutional-level charter/chapter under which all local campus sites would operate. For example, University of Phoenix installed the Delta Mu Delta Lambda Sigma institutional charter in 2009, under which all campus sites are eligible to apply to install a local area co-chapter.
• Local Campus-Level Recognition - Additional local campus sites that have been approved by the University to operate under the governance/oversight of the University-Level recognized charter/chapter. For example, the Boise Campus has been approved to install a "co-chapter" which operates under the University’s Delta Mu Delta Lambda Delta institutional-level charter.
• Single Site Recognition - Student organizations which have been approved by the University and the participating student organization’s corporate office to install a charter/chapter to operate separately and independently at one of the University’s local campus sites.
• Non-Standard Recognition - Student organizations, which do not fit any of the other recognized affiliation statuses, may apply for affiliation under this status. These requests are considered on a case-by-case basis.

Acceptable Use of University Computing and Communication Resources

University computing and communication resources are for approved business and educational purposes consistent with University policies and procedures.
• Computing and communication resources comprise all components of the University’s computer information systems, including, but not limited to, facilities, hardware, software, network infrastructure, and related devices, including those used for voice and video communication.
• The University’s computing and communication resources are the property of the University. Use of University computing and communication resources is a privilege and is provided as a service to the University’s users. Among other purposes, these resources are provided for the delivery of curriculum and related materials; for conducting online classes; for conducting educational research; for communication between and among students, faculty, and staff; and for accessing and obtaining the University’s services.
• Students and faculty using these resources without authorization, in excess of their authorization, will be subject to appropriate review processes and sanctions. In addition, all activity and information, including personal activity and information, on University systems may be monitored and recorded. Any individual accessing University computing and communication resources expressly consents to such monitoring and is advised that if such monitoring reveals unauthorized or criminal activity, members of the Apollo Group Information Security and Compliance Office (ISCO) (or other personnel designated by ISCO) will provide the evidence from monitoring to the appropriate University officials for investigation and possible release to law enforcement authorities.

General Requirements of Users
Users of University computing and communication resources must:
• Comply with this policy and all applicable local, state, and federal laws and regulations.
• Not intentionally compromise the confidentiality, integrity or availability of University computing and communication resources.
• Not attempt to circumvent the University’s physical, technical, or administrative security measures.
• Abide by the provisions of the Student Code of Conduct (for students) or the provisions of the Faculty Standards (for faculty members).
• Be truthful and accurate in personal identification.
• Respect the rights and privacy of others.
• Maintain the security of their user resource accounts.
• Comply with the terms of use of any University of third-party service provider website(s).

Intellectual Property
Users must adhere to applicable intellectual property law, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor. Explicitly:
• Unauthorized use of University trademarks or logos and other protected trademarks and logos is prohibited.
• Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited.
• The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.

Privacy & Security
The University strives to maintain the confidentiality, integrity, and availability of its systems, networks, and data. The University implements policies to ensure that access to sensitive data is restricted to those individuals who have a need-to-know. The following sections describe how ISCO personnel may monitor computing and communication resources for violations of this acceptable use policy.

Monitoring
System and network activities of users are routinely logged and monitored. These activities include:
• Use of accessed accounts
• Time and duration of network activity
• Web pages accessed and duration of access
• Network software accessed
• Volume of data storage and transfers
In the case of a suspected violation of this policy, University officials may authorize ISCO personnel to conduct a more detailed investigation to gather evidence on the suspected violation.

Restriction of Access to Computing and Communication Resources
Access to University computing and communication resources is a privilege that may be wholly or partially restricted without prior notice and without consent of users:
• If required by applicable law or policy.
• If a reasonable suspicion exists that there has been or may be a violation of law, regulation, or policy.
• If required to protect the confidentiality, integrity, or availability of computing and communication resources.

Conditions for Permitting Inspection, Monitoring, or Disclosure
The University may permit the inspection, monitoring, or disclosure of e-mail, computer files, and network transmissions when:
• Required or permitted by law, including public records law, or by subpoena or court order
• The University or its designated agent reasonably believes that a violation of law or policy has occurred
• Necessary to protect the confidentiality, integrity, or availability of computing and communication resources.

Confidentiality
Confidentiality of e-mail and other network transmissions cannot be completely assured. Therefore, all users should exercise caution when sending personal, financial, confidential, or sensitive information by e-mail or across the Internet.

Responsibility to Inform User of Unauthorized Access or Disclosure
If the University believes unauthorized access to or disclosure of private user information has occurred, the University will make reasonable efforts to inform the affected user, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy.

Violations and Enforcement
Reporting Violations
Any actual or suspected violation of this policy should immediately be brought to the attention of the system administrator of the equipment or facility most directly involved. Alternatively, a report may be made directly to the University Office of Dispute Management or Apollo ISCO.

Response to a Reported Violation
Upon receiving notice of a violation, the University may temporarily suspend a user’s privileges or move or delete the allegedly offending material pending further investigation.

A person accused of a violation will be notified of the charge and have an opportunity to respond before the University imposes a permanent sanction. Appropriate cases will be referred to the University disciplinary process appropriate to the violator’s status (i.e., faculty member or student) or to appropriate law enforcement authorities.

In addition to sanctions available under applicable law and University policies, the University may impose a temporary or permanent reduction or elimination of access privileges to computing and communication resources.

The University may temporarily suspend any account, whether or not the account user is suspected of any violation, if it is believed to be necessary to preserve the integrity of University computing and communication resources. The University will provide appropriate notice to the account user. Servers and computers that threaten the security of University systems will be removed from the network and allowed to reconnect only with the approval of ISCO Personnel.

In the event of any inconsistency or conflict between this policy and any other terms or conditions students may be subject to, the University reserves the right to resolve such conflicts in its sole discretion.

Violation Examples
• This list below contains examples of actions considered to be a violation of this policy. It is not intended to be all-inclusive, nor does it represent all possible violations in a particular circumstance or the applicability of any other law or policy to those facts.
• Unlawful communications, including threats of violence, obscenity, pornography, and harassing communications.
• Unauthorized, anonymous communication is prohibited. (All users are required to cooperate with appropriate University personnel or other authorized personnel when investigating the source of anonymous messages.)
• Misrepresenting or forging the identity of the sender or the source of electronic communication.
• Altering the content of a message originating from another person or computer with intent to deceive.
• Use of University computing and communication resources for private business or commercial activities.
• Fund-raising or advertising on behalf of non-University organizations.
• The unauthorized reselling of University computing and communication resources.
• Unauthorized acquisition attempts to acquire and use the user id or passwords of others.
• Interference with or disruption of the computer or network accounts, services, or equipment of others.
• The intentional propagation of computer “worms” and “viruses,” the sending of electronic chain mail, denial of service attacks, and inappropriate “broadcasting” of messages to large numbers of individuals or hosts.
• Failure to comply with requests from appropriate University officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy.
• Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
• Altering or attempting to alter files or systems without authorization.
• Unauthorized scanning of networks for security vulnerabilities.
• Attempting to alter any University computing or networking components (including, but not limited to, bridges, routers, and hubs) without approval or beyond one’s level of authorization.
• Negligent or intentional conduct leading to disruption or damage of University data, systems or networks.

Do Not Call Policies

• The University recognizes and complies with the Federal Trade Commission’s (FTC) Telemarketing Sales Rule (TSR) which gives consumers a choice about whether they want to receive most telemarketing calls. Additionally, the University follows the guidelines of the Telephone Consumer Protection Act (TCPA) of 1991 as maintained by the Federal Communications Commission (FCC) and honors the National Do Not Call Registry.
• Consumers who are listed on the National Do Not Call Registry may not be called for sales or solicitation purposes unless:
  • Consumer Inquires about a service UOPX offers - UOPX may call a consumer for up to three months (90 days) after the consumer makes an inquiry or submits an application to the University even if the consumer’s number is on the National Do Not Call Registry.
  • Consumer has established a business relationship with UOPX - UOPX may call a consumer with whom it has an established business relationship for up to 18 months after the consumer’s last purchase, delivery, or payment, even if the consumer’s number is on the National Do Not Call Registry.
  • Written Permission - If a consumer has given UOPX written permission, the University may call even if the consumer’s number is on the National Do Not Call Registry.
• If a consumer asks the University not to call or to be placed on the University’s internal do not call list, the University may not call and must honor the request, even if there is an established business relationship. This applies regardless of whether the consumer’s number is on the National Do Not Call Registry.
• The policies and procedures to ensure compliance with the TSR and TCPA are managed by the University of Phoenix Office of Compliance.

Institutional Review Board

• The University of Phoenix Institutional Review Board (IRB) will review all studies, pilot studies, policies and legal/regulatory requirements that involve human subjects research before any study or sponsored or non-sponsored research begins. Research that has been conducted or is to be conducted using human subjects will be reviewed on a regular basis depending on the IRB decision rendered to ensure compliance with all federal and state laws. No researcher can begin collecting data before receiving IRB approval for the study.

• The IRB is expected to review a research study design presented by the researcher to determine risk (including physical, psychological/emotional, social, social desirability, and economic risk) as there may be ethical issues that affect the rights and welfare of research participants that are beyond methodological or design questions.
• The University of Phoenix (UOPX), holds a Federal Wide Assurance filed with the U.S. Department of Health and Human Services (FWA: 00004202) and maintains an Institutional Review Board (IRB) to assure that all University human subjects research complies with federal regulations.
• The UOPX IRB follows the ethical principles set forth in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research and guidance from the federal Office of Human Research Protections (OHRP).
• UOPX has charged the Institutional Research Board (IRB) with ensuring that all legal/regulatory and ethical codes are upheld at all institutional and non-institutional sites of this institution both domestic and foreign.
• All students, staff, faculty, and external researchers who engage with UOPX and are conducting human subject research under the auspices of the University are required to complete an IRB review before they begin any research activities involving human subjects. Researchers must complete human subjects’ ethics training through the Collaborative Institutional Training Initiative (CITI) Program and receive CITI certification prior to submitting an IRB application for review and beginning research activities. Researchers’ CITI certification must be in place throughout all aspects of the research study.

Required Procedures: IRB Review, Research and Reports

• IRB Review: The UOPX IRB conducts an initial review of the research protocol using the IRBNet application and all protocol forms based on the federal categories for human subject protections. The protocol forms address both federal and institutional requirements for the study. The initial review of research determines which research studies require full-committee review and which may be reviewed via expedited, exempt, or non-human subject research processes.
• IRB Research: The UOPX IRB provides annual oversight of studies that are determined Expedited or Non-Exempt. Researchers are to file a Continuing Review of Research if the study has not been completed within 364 days of the approval date on the IRB letter received through IRBNet. Exempt studies are to be completed within three (3) years of the approval date on the IRB letter received through IRBNet. The Continuing Review of research form is found in the UOPX IRBNet system.
• IRB Reports: The UOPX IRB may reach out to researchers if the following situations occur: Serious or continuing noncompliance with 45 CFR 46 or institutional policies, and if study participants contact the University or the IRB Office with a complaint about a study. Researchers are to contact the UOPX IRB Office if unanticipated problems or adverse effects occur during a study being conducted. Unanticipated problems are unexpected incidents (in terms of the nature, severity, or frequency) where an IRB-approved research protocol and informed consent documents are not followed; such incidents relate or possibly relate to participation in the research (possibly relate means there is a reasonable possibility that the incident or experience or outcome may have been caused by the procedures involved in the research) and the research places participants or others at a greater risk of harm (physical, psychological, economic, or social harm) than was previously known or recognized. Based on an IRB review of the unanticipated problem based on the criteria listed, consideration of substantive changes in the research protocol or informed consent process or other corrective actions may need to occur up to and including suspension or termination of IRB approval. Researchers are to contact the UOPX IRB Office as soon as possible if an unanticipated problem or adverse effect occurs during the study.

Research, Scholarship, and Surveys

General Research Policies

• University of Phoenix (UOPX) encourages student, faculty, and staff research and scholarship efforts. To support faculty and staff research efforts, the Office of Scholarship Support (OSS) oversees a series of Research Centers launched by University of Phoenix to support all research.
• Research for purposes of this policy is defined as scholarly and scientific inquiry projects focused upon the collection and analysis of empirical data and facts.
• All individuals associated with or conducting research at the University level must gain approval prior to conducting all research, scholarship, and/or surveys, in or on University of Phoenix.
• Researchers are student, faculty, staff, or external constituents of University of Phoenix who plan to systematically collect and analyze data for public dissemination.
• This policy applies to students, faculty, and staff associated with the University, all external requests that include University records, data, or materials, and all associated University systems, websites, and/or tools.
• Failure to Comply: Those found doing research related activities and not following these policies, including failure to provide the resulting data, analysis and research instrumentation to the OSS may be subject to appropriate disciplinary action, including, but not limited to, those documented in the Student Code of Conduct and/or Employee Handbook.
• All UOPX focused research requires Committee on Research (COR) approval prior to Institutional Review Board (IRB) approval. IRB will not approve any UOPX focused studies without COR approval. COR is a university-wide committee run by the Office of Scholarship Support.

• If the subject of any proposed research is UOPX, the COR shall be responsible for the review and approval of any and all research and scholarship, for public dissemination conducted on University of Phoenix students, faculty, staff, or data regardless of the researchers affiliation with University of Phoenix.
• All research conducted by any student, faculty, or staff of UOPX is subject to IRB approval. The IRB is a federally required review of all research requests to determine:
  - if the work is research,
  - if the research is on human subjects, AND
  - if human subjects are involved, the overall risks and if they are protected and treated fairly.
• IRB and COR are two separate and distinct groups operating within the structure of Academic Affairs. While the IRB is a federally mandated committee, with the mandate of protecting human subjects from unethical research practices, the development and use of COR is entirely internal to the University of Phoenix. If a person or group has received permission from COR to pursue research activities at the University and their activities will impact protected populations, as defined under federal law, they must still submit their proposed research to UOPX’s IRB or they must show that they have received approval from another university’s IRB. Approval by COR shall not be misconstrued as approval by an Institutional Review Board. Further approval from another, non-UOPX IRB prior to COR submission shall not be misconstrued as approval by COR.

Required Procedures: Conducting Research on University of Phoenix Students, Faculty, Staff or Data

• All researchers using University of Phoenix as a subject (i.e.: using UOPX students, faculty, staff, or data) for their research, must submit a formal request to the Committee on Research (COR) for approval prior to conducting research.
• The COR can be found at https://research.phoenix.edu/content/committee-research.
• Examples situations for submittal include:
  - When the person or group wanting to perform the research has no active affiliation with the University of Phoenix (e.g. a professional researcher connected to a higher education organization other than UOPX), and/or
  - When the research being pursued falls outside the UOPX person’s normal scope of responsibility or authority, and/or
  - When the results of the research being pursued will be provided to a person, organization, or audience external to the University and/or when the provision of this information would fall outside standard institutional processes and/or the normal responsibilities for the person or group doing the research.

University of Phoenix, 2016-2017
CONSUMER INFORMATION

All institutions participating in federal financial aid programs are required to provide enrolled and potential students and current and prospective employees available consumer information. This guide provides you with important information and institutional policies. Where applicable, each section lists specific locations where additional information is available. To request and receive this information in writing, contact the campus director or designee at each University of Phoenix location during regular business hours. A list of campus locations is available at http://www.phoenix.edu/campus_locations.html.

ABOUT UNIVERSITY OF PHOENIX

Accreditation, Licensures, Reviews and Approvals

University of Phoenix is accredited, reviewed and/or approved by federal, state and international agencies, as well as private accreditation bodies.

Federal
U.S. Department of Education, Certificate of Eligibility
The University of Phoenix has been approved by the Department of Education to participate in each of the following listed Title IV HEA programs:
- Federal Pell Grant Program
- Federal Direct Student Loan Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal TEACH Grant Program

Regional Accreditation
University of Phoenix is accredited by the Higher Learning Commission (http://hlcommission.org). Since 1978, University of Phoenix has been continually accredited by the Higher Learning Commission and its predecessor. University of Phoenix obtained its most recent 10-year Reaffirmation of Accreditation in 2012-13. A comprehensive evaluation is scheduled for 2016-17, and the next Reaffirmation of Accreditation is scheduled for 2022-23. For more information about University of Phoenix accreditations and licensures, please visit http://www.phoenix.edu/about_us/accreditation.html.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 312.263.0456
800.621.7440
Fax: 312.263.7462
http://hlcommission.org

State and International Licensures
University of Phoenix is approved to operate in most U.S. states, territories and possessions, either through licensure, registration, general or specific approvals, or annual extension of exemption.
- Alabama Commission on Higher Education
- Arizona State Board for Private Postsecondary Education
- Arkansas Department of Higher Education
- California Bureau for Private Postsecondary Education
- Colorado Department of Higher Education, Commission on Higher Education
- Connecticut Office of Higher Education
- Delaware Department of Education
- Government of the District of Columbia, Education Licensure Commission
- Florida Commission for Independent Education
- Georgia Nonpublic Postsecondary Education Commission
- State of Hawaii Post-Secondary Education Authorization Program (HPEAP) from
- State of Hawaii, Department of Commerce & Consumer Affairs
- Idaho State Board of Education
- Illinois Board of Higher Education
- Indiana Board for Proprietary Education
- Iowa College Student Aid Commission
- Kansas Board of Regents
- Kentucky Council on Postsecondary Education
- State of Louisiana Board of Regents
- Maryland Higher Education Commission
- Commonwealth of Massachusetts Board of Higher Education
- State of Michigan Department of Education, Postsecondary Services
- Minnesota Office of Higher Education
- Mississippi Commission on College Accreditation
- State of Missouri Coordinating Board of Higher Education
- Nebraska Coordinating Commission for Postsecondary Education
- Nevada State Commission on Postsecondary Education
- New Jersey Secretary of Higher Education
- New Mexico Higher Education Department
- Board of Governors for the University of North Carolina
- Ohio Board of Regents
- Oklahoma State Regents for Higher Education
- Oregon Office of Degree Authorization
- Pennsylvania Department of Education
- Consejo de Educación de Puerto Rico/Puerto Rico Education Council
- South Carolina Commission on Higher Education
- Tennessee Higher Education Commission
- Texas Higher Education Coordinating Board
- Utah Division of Consumer Protection
- The State Council of Higher Education for Virginia
- State of Washington Higher Education Coordinating Board
- West Virginia Higher Education Policy Commission
- State of Wisconsin Educational Approval Board
- Wyoming Department of Education

For additional information on state and international licensures visit http://www.phoenix.edu/about_us/accreditation.html
Program Accreditation

School of Business/Business Programs
The University of Phoenix School of Business offers the following programs that are accredited by the Accreditation Council for Business Schools and Programs (ACSBP): Associate of Arts in Business Fundamentals, Associate of Arts in Accounting Foundations (now known as Associate of Arts/Concentration in Accounting Fundamentals), Bachelor of Science in Business, Bachelor of Science in Accounting, Master of Business Administration, Master of Management, Master of Science in Accountancy, Doctor of Business Administration and Doctor of Management.

ACSBP
11520 W. 119th St.
Overland Park, KS 66213
Phone: 913.339.9356
http://www.acbsp.org

College of Health Professions: School of Nursing
The University of Phoenix School of Nursing offers the following programs that are accredited by the Accreditation Council for Nursing Education (CCNE):

CCNE
One Dupont Cir. NW, Ste. 530
Washington, DC 20036-1120
Phone: 202.887.6791
http://www.aacn.nche.edu/ccne-accreditation

College of Education/Education Programs
The University of Phoenix School of Education offers state-approved initial programs in Education, Special Education, Early Childhood, Elementary, Middle Level, Secondary and Special Education in certain states. The College of Education offers state-approved initial programs in Arizona, California, Colorado, Florida, Hawaii, Nevada, New Mexico, Texas and Utah. The College of Education offers state-approved advanced programs in Arizona, California, Colorado, Florida, Nevada, New Mexico, Texas and Utah. Individual programs vary by state, and not all programs are available at all locations or in both online and on-campus modalities.

Candidates may request an institutional recommendation upon successful completion of their program (academic and program requirements). Candidates should check with their state agency for any state-specific requirements, including the acceptability of the University's initial programs in any state in which they intend to seek licensure or certification. Program requirements are subject to change based on state certification requirements. Please speak to a campus representative for a listing of programs available at each campus location.

College of Social Sciences/Counseling Programs
The Master of Science in Counseling program with a specialization in Clinical Mental Health Counseling (Phoenix and Southern Arizona Campuses) and the Master of Science in Counseling program in Mental Health Counseling (Utah Campuses) are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

CACREP
1001 North Fairfax St., Ste. 510
Alexandria, VA 22314
Phone: 703.535.5990
http://www.cacrep.org

College of Business Administration and Doctor of Management.

College of Science in Accounting, Master of Business Administration, Master of Management, Master of Science in Accountancy, Doctor of Business Administration and Doctor of Management.

ACSBP
11520 W. 119th St.
Overland Park, KS 66213
Phone: 913.339.9356
http://www.acbsp.org

College of Health Professions: School of Nursing
The University of Phoenix School of Nursing offers the following programs that are accredited by the Accreditation Council for Nursing Education (CCNE):

CCNE
One Dupont Cir. NW, Ste. 530
Washington, DC 20036-1120
Phone: 202.887.6791
http://www.aacn.nche.edu/ccne-accreditation

College of Education/Education Programs
The University of Phoenix School of Education offers state-approved initial programs in Education, Special Education, Early Childhood, Elementary, Middle Level, Secondary and Special Education in certain states. The College of Education offers state-approved initial programs in Arizona, California, Colorado, Florida, Hawaii, Nevada, New Mexico, Texas and Utah. The College of Education offers state-approved advanced programs in Arizona, California, Colorado, Florida, Nevada, New Mexico, Texas and Utah. Individual programs vary by state, and not all programs are available at all locations or in both online and on-campus modalities.

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CACREP
1001 North Fairfax St., Ste. 510
Alexandria, VA 22314
Phone: 703.535.5990
http://www.cacrep.org

Additional Information
A student can view additional information at http://www.phoenix.edu/about_us/accreditation.html.

To obtain a copy of University accreditation and licensure documents, or information on how to contact any of the agencies that regulate the University, contact the Apollo Legal Department at 602.557.1554.

Academic Programs, Facilities and Instructional Personnel Information

Academic Programs
University of Phoenix offers undergraduate and graduate programs in business and management, information systems and technology, security and criminal justice, nursing and health services administration, social sciences, humanities and sciences, and education. Detailed information regarding academic programs offered at specific instructional facilities is located at http://www.phoenix.edu/programs/degree-programs.html and the appropriate Academic Catalog at http://www.phoenix.edu/programs/degree-programs/academic-catalog.html. Admissions and program requirements vary by state. Please refer to the Academic Catalog for state and/or program-specific information.

Academic Program Improvement
University of Phoenix pursues a strategy of continuous improvement in relation to its academic programs. This strategy is implemented through assessment processes designed to measure student learning at various levels within the University. Multiple direct and indirect outcomes-based assessment and evaluation measures are utilized to create a comprehensive picture of the strengths and potential challenges to student learning. Resulting data is used to evaluate and improve academic programs and enhance the overall academic experience.

For University of Phoenix, the purpose of outcomes-based assessment of student learning is to generate information to the students, faculty, program, college and school, and University about the efficacy of its curricula and educational practices in enabling students to achieve exit-level expectations at the course, program and institutional levels. Assessment answers the question: How well are University of Phoenix students meeting the general education, programmatic and institutional learning outcomes underscored by the University’s mission? Its findings inform opportunities for curricular and pedagogical improvement, decision-making processes for policy consideration and resource allocation, and accountability. The process for outcomes-based assessment of student learning uses the following conceptual framework:

- Assessment Planning
- Collecting Evidence and Analyzing Data
- Implementing Improvement
- Monitoring Effectiveness of Improvements

By utilizing this assessment process, the colleges and schools establish clear, measurable outcomes and ensure that students have sufficient opportunities to achieve outcomes; systematically gather, analyze and interpret evidence to determine how well student learning matches stated expectations; use assessment findings to improve student learning; and monitor improvements by measuring changes in student learning over time.
Articulation Agreements

A list of institutions that University of Phoenix has established articulation agreements with can be viewed at http://www.phoenix.edu/admissions/transfer_information/transfer-guides.html

Corporate Partnerships

A list of corporations with which University of Phoenix has established credit recommendation guides through corporate partnerships can be viewed at http://www.phoenix.edu/admissions/prior_learning_assessment/corporate-credit-recommendation-guide.html

Credit Transfer

Information regarding criteria used to evaluate the transfer of credits earned at another institution is located at http://www.phoenix.edu/admissions/transfer_information/previous_college_education.html

The University Credit Transfer Policy can be viewed at http://www.phoenix.edu/tuition_and_financial_options/policies/credit_transfer_policy.html

Reverse Transfer Agreements

University of Phoenix has established reverse transfer agreements with partnering institutions.

With a reverse transfer agreement in place, University of Phoenix will notify the partner transfer institution and provide academic records, including an official transcript, for students that have consented to the release of their records to a previously attended institution that also are meeting certain credit requirements that indicate the student may be eligible to earn an associate degree from the transfer institution.

The transfer institution may pursue communication with the student to discuss requirements and may award the associate degree to the student per its discretion after an official credit evaluation is conducted.

Disability Services

University of Phoenix recognizes and accepts its obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to otherwise qualified disabled students in all University programs and activities.

The University of Phoenix Disability Services Office provides services to students with appropriate documentation for temporary health issues or a permanent disability.

Students with a temporary or permanent disability seeking disability services from the University must: (1) disclose their disability to the Disability Services Office and (2) request accommodation through the Disability Services Office. Confirmation through documentation from a health care provider may be required prior to accommodations being determined and fulfilled.

Obtain Information

The disability services advisor is responsible for managing the accommodation process, including any negotiations regarding services, and finalizing appropriate student accommodations.

Additional information and a list of disability services advisors are located at http://www.phoenix.edu/students/disability-services.html

General Contact Information

Direct any questions regarding admissions, academics, financial options, facilities or general institutional issues to the following offices:

Central Administration

University of Phoenix
1625 W. Fountainhead Pkwy.
Mail Stop: CF-SX03
Tempe, AZ 85282-2371
800.366.9699

Online

University of Phoenix
1625 W. Fountainhead Pkwy.
Tempe, AZ 85282-2371
866.766.0766

Admissions and Records Service Center

4025 S. Riverpoint Pkwy.
Mail Stop: CF-A208
Phoenix, AZ 85040
800.866.3919
480.446.4600
ARSC@phoenix.edu

Campus contact information is located at http://www.phoenix.edu/campus-locations.html

Faculty

University faculty members are accomplished managers, technology leaders, professional educators, corporate executives, financial officers, human services professionals and leaders in other professional areas who possess advanced degrees. Complete lists of faculty for each school and college can be found under the Faculty Credentials section at www.phoenix.edu/faculty. A list of faculty at a particular location may be obtained from each local campus.

To find a local campus, go to http://www.phoenix.edu/campus-locations.html

Faculty profiles can be found at http://www.phoenix.edu/faculty/our_faculty.html

Student Borrowing

During the period of time spanning July 1, 2014, through June 30, 2015 58.8% of students enrolled received federal student loans.

Loan Default Rate

The University’s loan default rate for Fiscal Year 2012 is 13.5 and the national average is 11.8. The University’s loan default rate for Fiscal Year 2011 is 19 and the national average is 13.7.

Median Borrowing

The median borrowing for students from the University entering repayment is $20,026. The Federal loan payment over ten years for this amount is approximately $206 per month. Your borrowing may be different.

Graduation Rates

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must publish information regarding graduation rates as defined by the National Center for Education Statistics (NCES). This graduation measure
includes the cohort of full-time, first-time (FTFT) degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study. A first-time student is defined as a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level.

Data are collected on the number of students entering the institution as FTFT degree- and/or certificate-seeking undergraduate students in a particular cohort year. Graduation rates are disaggregated by race and ethnicity, gender and federal financial aid grant or loan funds. The graduation rates shown below represent students from the 2009-2010 cohort and the percentages of those students who graduated within 150% by Aug. 31, 2015. The table below shows FTFT undergraduate students and is derived from the IPEDS graduation rate survey, although shown in aggregate rather than by degree/award type. The University is a nontraditional institution that caters to a wide variety of students, including many who have previously attended another institution of higher education, and would not be classified as first-time students. Data includes recipients of Pell Grants or subsidized loans, or neither type of aid during the 2009-2010 cohort years (September 1 - August 31).

| FTFT Degree- or Certificate-seeking Undergraduate Students in the 2009-2010 Cohort |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| Enrolled FTFT Undergraduates | Enrolled FTFT Undergraduates Graduated Within 150% Timeframe Allowed | Graduation Percent Enrolled FTFT Undergraduates |
| Totals 130,742 | 21,337 | 16% |
| Male 37,691 | 5,027 | 13% |
| Female 93,051 | 16,310 | 18% |
| Nonresident Alien 1,618 | 431 | 27% |
| Hispanic/Latino 7,512 | 1,483 | 20% |
| American Indian/Alaskan Native 1,057 | 169 | 16% |
| Asian 503 | 136 | 27% |
| Black or African American 24,010 | 2,951 | 12% |
| Native Hawaiian or Other Pacific Islander 586 | 121 | 21% |
| White 40,625 | 9,550 | 24% |

* Excludes 410 students who became deceased after entering the cohort, but before they graduated.

FTFT Degree- or Certificate-seeking Undergraduate Students in the 2009-2010 Cohort

Enrolled FTFT Undergraduates | Enrolled FTFT Undergraduates Graduated Within 150% Timeframe Allowed | Graduation Percent Enrolled FTFT Undergraduates
---|---|---
Totals 130,742 | 21,337 | 16%

Two or more races 1,273 | 219 | 17%
Race or Ethnicity Unknown 53,558 | 6,277 | 12%
Pell Grant Recipients 98,457 | 15,568 | 16%
Subsidized Stafford Loan Recipients who did not receive a Pell Grant 13,517 | 3,342 | 25%
Students who received neither Pell Grants nor Subsidized Stafford Loans 18,768 | 2,427 | 13%

* Excludes 410 students who became deceased after entering the cohort, but before they graduated.

Retention Rates

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding retention rates of degree- and/or certificate-seeking first-time, full-time (FTFT) undergraduate students entering the institution. Retention rate is a measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. The table shown below is the percentage of FTFT undergraduate degree-seeking students from the previous fall who were still enrolled in the next fall.

Retention Rates for FTFT Undergraduate Students

Count of FTFT undergraduate students enrolled Fall 2014 (8/1/2014 to 10/31/2014)* 11,324

* Excludes students who became deceased after 10/31/14 and those who were enrolled in and completed a certificate program shorter than 1 year in length who would not be expected to be retained in the following year.

* Excludes 410 students who became deceased after entering the cohort, but before they graduated.
Retention Rates for FTFT Undergraduate Students

| Count of FTFT undergraduate students enrolled Fall 2014 (8/1/2014 to 10/31/2014) still enrolled in Fall 2015 (8/1/2015 to 10/31/2015) | 3,918 |
| Retention | 34.6% |

* Excludes students who became deceased after 10/31/14 and those who were enrolled in and completed a certificate program shorter than 1 year in length who would not be expected to be retained in the following year.

**Student Diversity**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding student diversity as defined by the IPEDS. Data reported are for enrolled full-time students.

Table 1 represents all enrolled students from July 1, 2014, through June 30, 2015. Of the total enrolled students, those who received Pell Grant funds during the July 1, 2014, through June 30, 2015, timeframe are shown in Table 2.

<table>
<thead>
<tr>
<th>Total Enrolled*</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrollment</td>
<td>368,606</td>
</tr>
<tr>
<td>Male</td>
<td>125,244</td>
</tr>
<tr>
<td>Female</td>
<td>243,362</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>5,894</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>31,320</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>1,428</td>
</tr>
<tr>
<td>Asian</td>
<td>4,444</td>
</tr>
<tr>
<td>Black/African American</td>
<td>60,286</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>2,364</td>
</tr>
<tr>
<td>White</td>
<td>90,728</td>
</tr>
<tr>
<td>Two or more races</td>
<td>27,146</td>
</tr>
<tr>
<td>Unknown</td>
<td>144,996</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Enrolled*</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant Recipients</td>
<td>154,995</td>
</tr>
<tr>
<td>Male</td>
<td>42,021</td>
</tr>
<tr>
<td>Female</td>
<td>112,974</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>1,681</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>13,701</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>545</td>
</tr>
<tr>
<td>Asian</td>
<td>1,169</td>
</tr>
<tr>
<td>Black/African American</td>
<td>28,278</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>841</td>
</tr>
<tr>
<td>White</td>
<td>37,888</td>
</tr>
<tr>
<td>Two or more races</td>
<td>16,144</td>
</tr>
<tr>
<td>Unknown</td>
<td>54,748</td>
</tr>
</tbody>
</table>

Note: Information reported on student diversity for all enrolled students is from the IPEDS 12 Month Enrollment Survey (July 1, 2014, to June 30, 2015) and the IPEDS Fall Enrollment Survey (Aug. 1, 2015 to Oct. 31, 2015 data). Pell recipients were those students from the 12 Month Enrollment Survey who were disbursed Pell funds during the July 1, 2014, to June 30, 2015, timeframe.

**Types of Education in Which Graduates Enroll**

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding the types of graduate and professional education in which graduates of the institution’s four-year degree programs enrolled.

Approximately 11% of students who completed a bachelor’s degree from University of Phoenix between July 1, 2014, to June 30, 2015, went on to enroll in a graduate or professional program at University of Phoenix. The most common programs students enrolled in are as follows:

- Master of Business Administration
- Master of Science in Psychology
- Master of Business Administration with a Concentration in Human Resource Management
- Master of Science in Accountancy
- Master of Health Administration

The data is derived from the IPEDS Completions Survey (July 1, 2014 to June 30, 2015 data) and the IPEDS Fall Enrollment Survey (Aug. 1, 2015 to Oct. 31, 2015 data).

**Alumni Attending Graduate School**

Fifty-five percent of University of Phoenix alumni indicated they are attending, or plan to attend, graduate school. Of this 55%, 19% are currently pursuing a graduate degree at University of Phoenix.
Forty-three percent of University of Phoenix master program graduates indicated they are attending or planned to attend a doctoral-level program. Of this 43%, 10% are currently pursuing a doctoral degree at University of Phoenix.

Sixty-five percent of University of Phoenix bachelor program graduates indicated they are attending or planned to attend a master-level program. Of this 65%, 24% are currently pursuing a master's degree at University of Phoenix.

This data is derived from the 2014 Academic Alumni Questionnaire distributed to alumni who graduated from September 1, 2011 to August 31, 2013. Bachelors graduate responses: 6,704, a response rate of 7.96% Masters graduate responses: 5,729, a response rate of 13.29%.

**Working Alumni**

Based on responses from the Alumni Association’s 2015 survey, the following represents the types of industry in which our alumni work:

<table>
<thead>
<tr>
<th>Industry</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services</td>
<td>17%</td>
</tr>
<tr>
<td>Education</td>
<td>16%</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>5%</td>
</tr>
<tr>
<td>Retail Trade (Non-Restaurant)</td>
<td>5%</td>
</tr>
<tr>
<td>Technology</td>
<td>5%</td>
</tr>
<tr>
<td>State and Local Government</td>
<td>5%</td>
</tr>
<tr>
<td>Business Services</td>
<td>2%</td>
</tr>
<tr>
<td>Social Services</td>
<td>2%</td>
</tr>
<tr>
<td>Insurance</td>
<td>2%</td>
</tr>
<tr>
<td>Transportation</td>
<td>2%</td>
</tr>
<tr>
<td>Finance/Financial Services</td>
<td>2%</td>
</tr>
<tr>
<td>Banking</td>
<td>2%</td>
</tr>
<tr>
<td>Military</td>
<td>2%</td>
</tr>
</tbody>
</table>

*Question #28: In what industry do you work? Bases: Respondents who are employed - 13,507*

**Alumni Occupations**

The following represents occupations of University of Phoenix alumni, based on a survey completed in 2012 between January 25 and March 2 by 31,506 respondents:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer/Architect (including technology)</td>
<td>2%</td>
</tr>
<tr>
<td>Finance/Accountant</td>
<td>5%</td>
</tr>
<tr>
<td>Teacher/Educator/Education Administrator</td>
<td>10%</td>
</tr>
<tr>
<td>Sales/Marketing Representative</td>
<td>4%</td>
</tr>
<tr>
<td>Registered Nurse/Other Nursing Professional</td>
<td>6%</td>
</tr>
<tr>
<td>Executive/Manager/Administrator</td>
<td>9%</td>
</tr>
<tr>
<td>Operations/Production</td>
<td>6%</td>
</tr>
<tr>
<td>Technician/Technologist</td>
<td>4%</td>
</tr>
<tr>
<td>Other Health Professional</td>
<td>4%</td>
</tr>
<tr>
<td>Protective Services (Police, Fire, Security)</td>
<td>3%</td>
</tr>
<tr>
<td>Admin Support, Records/Data Processor</td>
<td>8%</td>
</tr>
<tr>
<td>Consultant</td>
<td>2%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>2%</td>
</tr>
<tr>
<td>Psychologist, Counselor, Social Worker</td>
<td>2%</td>
</tr>
<tr>
<td>Business Owner</td>
<td>3%</td>
</tr>
<tr>
<td>Other</td>
<td>22%</td>
</tr>
</tbody>
</table>

*Question #29: What is your occupation? Bases: Respondents who are employed - 13,507*

**Title II of Higher Education Act-Academic Year 2014-2015**

In compliance with Title II of the Higher Education Act (HEA), University of Phoenix has submitted institutional questionnaires that detail the University’s program offerings, student demographics and student performance in those states where the University has teacher education programs that have produced program completers, also known as graduates. University of Phoenix provides professional preparation for teachers in multiple states. This is an overview of the information contained in the Institutional Report for University of Phoenix.

**Title II HEA Pass-Rate Information**

Program completers achieved the following scores for academic year 2014–2015:

**Arizona**
- Professional knowledge — Elementary: 99%
- Professional knowledge — Secondary: 98%
- Professional knowledge — Early Childhood: Less than 10 candidates, score not provided
- Aggregate professional knowledge: 98.5%
- Aggregate content areas: 94%
- Special populations: 91%

**California**
- California basic educational skills test (CBEST): 100%
- Reading instruction competence assessment (RICA) — Elementary only: 80%
- Aggregate content areas: 96%
- Other academic content areas: 100%

**Colorado**
- Aggregate academic content areas: 100%
- Other academic content areas: 100%
Special populations: Less than 10 candidates, score not provided

**Hawaii**
- Aggregate basic skills: 98%
- Aggregate professional knowledge: Less than 10 candidates, score not provided
- Aggregate academic content areas: Less than 10 candidates, score not provided

**Indiana**
- Aggregate basic skills: Less than 10 candidates, score not provided
- Aggregate academic content areas: Less than 10 candidates, score not provided

**Missouri**
- Aggregate professional knowledge: 100%

**Nevada**
- Aggregate basic skills: 97%
- Aggregate academic content areas: 100%
- Aggregate professional knowledge: Less than 10 candidates, score not provided
- Aggregate teaching special education: Less than 10 candidates, score not provided

**New Mexico**
- Aggregate basic skills: 100%
- Teacher competency — Elementary: 92%
- Teacher competency — Secondary: Less than 10 candidates, score not provided
- Aggregate teacher competency: 92%
- Aggregate academic content areas: 100%

**Oregon**
- Aggregate teacher competency: Less than 10 candidates, score not provided
- Aggregate academic content areas: Less than 10 candidates, score not provided

**Texas**
- Aggregate professional knowledge: 91%

**Utah**
- Aggregate academic content areas: 100%
- Aggregate teaching special populations: Less than 10 candidates, score not provided

---

**Program Information for Academic Year 2014–2015**

<table>
<thead>
<tr>
<th></th>
<th>AZ</th>
<th>CO</th>
<th>CA</th>
<th>HI</th>
<th>IN</th>
<th>MO</th>
<th>NM</th>
<th>NV</th>
<th>OR</th>
<th>TX</th>
<th>UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students enrolled</td>
<td>7,462</td>
<td>189</td>
<td>1,310</td>
<td>136</td>
<td>72</td>
<td>64</td>
<td>127</td>
<td>300</td>
<td>3</td>
<td>56</td>
<td>95</td>
</tr>
<tr>
<td>Number of students in student teaching</td>
<td>779</td>
<td>18</td>
<td>147</td>
<td>18</td>
<td>12</td>
<td>24</td>
<td>92</td>
<td>32</td>
<td>9</td>
<td>14</td>
<td>24</td>
</tr>
<tr>
<td>Number of supervising faculty including part- and full-time</td>
<td>473</td>
<td>14</td>
<td>76</td>
<td>15</td>
<td>6</td>
<td>24</td>
<td>13</td>
<td>20</td>
<td>4</td>
<td>11</td>
<td>21</td>
</tr>
<tr>
<td>Student-to-faculty ratio for student teaching</td>
<td>2:1</td>
<td>1:1</td>
<td>2:1</td>
<td>1:1</td>
<td>2:1</td>
<td>1:1</td>
<td>7:1</td>
<td>2:1</td>
<td>2:1</td>
<td>1:1</td>
<td>1:1</td>
</tr>
<tr>
<td>Average hours per week in student teaching</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Number of weeks of student teaching</td>
<td>12</td>
<td>15</td>
<td>15</td>
<td>13</td>
<td>12</td>
<td>12</td>
<td>14</td>
<td>13</td>
<td>15</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Is the Teacher Education Program currently approved by the state?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the Teacher Education Program currently designated as low performing?</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Federal Financial Aid Application Process**

To begin the federal financial aid process, students must complete the Free Application for Federal Student Aid (FAFSA), available at [http://www.fafsa.gov](http://www.fafsa.gov). This is the first step to determining a student's eligibility for federal financial aid.

Federal financial aid will be processed after submitting an application for admission and registering for courses in an eligible degree program. Admissions and program requirements vary by state. Please refer to the Academic Catalog for state- and/or program-specific information at [http://www.phoenix.edu/programs/degree-programs/academic-catalog.html](http://www.phoenix.edu/programs/degree-programs/academic-catalog.html)

In addition to the FAFSA, the following forms may be completed during the federal financial aid process:
- Federal Direct Loan Master Promissory Note (MPN)
- Entrance counseling
- Financial Aid Authorization form if, and only if, a student chooses this option
- University of Phoenix Loan Request form
A student should reapply for financial aid prior to the start of each new academic year.

**Statement of Educational Purpose**

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,* (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify college if defaulting on a federal student loan, and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal or state income tax forms filed or that are required to file. In addition, the parent or student certifies and understands that the Secretary of Education has the authority to verify information reported on this application with the IRS and other federal agencies. If the parent or student signs any document related to the federal student aid programs electronically using a personal identification number (PIN), username and password, and/or other credential, that person certifies that he or she is the person identified by the PIN, username and password, and/or other credential and has not disclosed that PIN, username and password, and/or other credential to anyone else. If the parent or student purposely gives false or misleading information, he or she may be fined up to $20,000, sent to prison or both.

* Federal aid funding is available only for those credits required to complete the student’s primary program of study. Federal aid funding will cease once the maximum number of credits for the primary program have been completed. Federal financial aid may not be available for additional coursework in the pursuit of a concentration or otherwise, if not included within the requirements of the primary program of study.

**Referrals to the Office of Inspector General**

University of Phoenix is required by law to make referrals to the Office of Inspector General any time there is credible information or evidence that an applicant (student) may have engaged in fraud or other criminal misconduct in connection with the application involving federal financial aid programs.

**Federal, State and Institutional Financial Aid Programs**

Degree-seeking students who are U.S. citizens or eligible noncitizens enrolled in an eligible academic program can apply for federal financial aid as a means of assisting with financing their education. Certificate programs may also be eligible for federal financial aid. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Students should contact a Finance Advisor at 866.766.0766 for additional information on the financial aid programs available at each campus. A list of campuses is available at [http://www.phoenix.edu/campus-locations.html](http://www.phoenix.edu/campus-locations.html)

**General Eligibility Requirements**

General eligibility requirements for federal financial aid are as follows:

- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25).
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.*
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress in college or career school.
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that:
  - You are not in default on a federal student loan and do not owe money on a federal student grant and
  - You will use federal student aid only for educational purposes.
- Show you are qualified to obtain a college or career school education by having a high school diploma or
- Final high school transcript that shows the date a diploma was awarded
- Recognized equivalent such as a General Educational Development (GED) certificate or other state-sanctioned test of diploma-equivalency certificate
- California High School Proficiency Examination (CHSPE) Certificate; High School Equivalency Test (HiSET); Test Assessing Secondary Completion (TASC)
- Completed homeschooling and was conferred a diploma by the state.

For additional eligibility requirements, visit: [http://studentaid.ed.gov/eligibility/basic-criteria](http://studentaid.ed.gov/eligibility/basic-criteria) and review the Student/Parent Eligibility Policy in the Financial Aid Policies appendix.

* Federal aid funding is available only for those credits required to complete the student’s primary program of study. Federal aid funding will cease once the maximum number of credits for the primary program have been completed. Federal financial aid may not be available for additional coursework in the pursuit of a concentration or otherwise, if not included within the requirements of the primary program of study.

**Federal Grant Programs**

University of Phoenix participates in the following federal grant programs:

**Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants may be awarded to undergraduate students who have not earned a bachelor’s or a professional degree. The amount of aid students can receive varies depending on their financial need, cost of attendance and other eligibility criteria.

Students can receive the Federal Pell Grant for no more than 12 semesters or the equivalent: [http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility](http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility)

For more detailed information on eligibility and how to apply for the Federal Pell Grant, visit [http://studentaid.ed.gov/types/grants-scholarships/pell](http://studentaid.ed.gov/types/grants-scholarships/pell)

For additional information on how the University calculates and awards Pell Grants please review the Federal Pell/Iraq and Afghanistan Grant Policy in the Financial Aid Policies appendix.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG program is for undergraduate students with exceptional financial need. Pell Grant recipients with the lowest expected
family contributions (EFCs) will be considered first for an FSEOG. The FSEOG does not have to be repaid.

For more detailed information on eligibility and how to apply for the FSEOG, visit http://studentaid.ed.gov/types/grants-scholarships/FSEOG

For additional information on how the University defines its selection criteria and packaging philosophy for awarding FSEOG consistently to all eligible students, please review the Campus-Based Programs Policy in the Financial Aid Policies appendix.

**Iraq and Afghanistan Service Grant (IASG)**

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after Sept. 11, 2001, may be eligible to receive the Iraq and Afghanistan Service Grant.

For more detailed information on eligibility and how to apply for the IASG, visit http://studentaid.ed.gov/types/grants-scholarships/iraq-afghanistan-service

For additional information on how the University calculates and awards IASG grants please review the Federal Pell/Iraq and Afghanistan Grant Policy in the Financial Aid Policies appendix.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant Program**

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to $4,000 per academic year to students who are completing or plan to complete coursework required to start a career in teaching. Students receiving the grant must sign the agreement to serve and agree to teach:

- In a high-need field
- At an elementary school, secondary school or educational service agency that serves low income students
- At least four complete academic years within eight years after completing the course of study the grant was received for

All students in a TEACH-eligible program at the University will be sent a notification letter of their potential eligibility and instructions on how to apply for the TEACH Grant. Students must have a cumulative GPA of at least 3.25, sign an Agreement to Serve (ATS) at https://teach-ats.ed.gov/ats/index.action, and complete all required counseling each year they wish to be considered for a TEACH Grant.

For more detailed information on eligibility and how to apply for the TEACH Grant, visit http://studentaid.ed.gov/types/grants-scholarships/teach

For additional information on the requirements the University must adhere to as well as the packaging procedures prescribed by federal financial aid regulations please review the TEACH Grant Program Policy in the Financial Aid Policies appendix.

**TEACH Grant-Eligible Programs**

The University has latitude to designate TEACH-eligible programs provided it meets criteria set forth by the U.S. Department of Education. TEACH-eligible programs are as follows:

- MAED/SPE Master of Arts in Education/Special Education
- MAED/TED-S Master of Arts in Education/Secondary Teacher Education
- MAED/TEDMM (Texas) Master of Arts in Education/Teacher Education Middle Level Mathematics
- MAED/TEDMS (Texas) Master of Arts in Education/Teacher Education Middle Level Science
- MAED/TEDSS (Texas) Master of Arts in Education/Teacher Education Secondary Level Science
- MAED/TEDSM (Texas) Master of Arts in Education/Teacher Education Secondary Level Mathematics

**State Grant Programs**

Students may also be eligible to receive funding through state grant or scholarship programs where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions. Contact a Financial Advisor at 866.766.0766 for additional information on state grant and/or scholarship programs. A list of campuses is available at http://www.phoenix.edu/campus-locations.html

The actual amount of state grants awarded to any student is contingent on the availability of funds. The University cannot guarantee any funding from the state grant sources listed, as the list is subject to change without notice based upon changes in state budgetary constraints, state law or regulation, and/or University participation. Where work or other requirements are included in order to preclude the conversion of a scholarship or grant to a loan, the University makes no representation or warranty as to whether a graduate will be able to obtain such employment or fulfill such other requirements.

For information regarding the grants offered by states - how to apply, eligibility, deadlines, etc. - see the list of programs and their respective websites and phone numbers below. For additional specific eligibility information, the institution may contact you directly when determining grant eligibility. Please note that states sometimes change eligibility requirements for existing grant programs or even eliminate programs for a period of time. The list below is deemed complete, but please confirm with your state.

ETV (Education Training Voucher) Program for Alabama, Arizona, Colorado, Maryland, Missouri, New York, North Carolina, Ohio and Washington D.C.
http://www.fc2sprograms.org/

**ARIZONA**

- Arizona Commission for Postsecondary Education (ACPE)
  602.258.2435
  https://highered.az.gov
- Leveraging Educational Assistance Partnership (LEAP) Grant
  https://azgrants.az.gov/arizona-leveraging-educational-assistance-partnership-azleap
- Math, Science, Special Education (MSSE) Teacher Forgiveness Loan Program
  https://azgrants.az.gov/math-science-and-special-education-teacher-loan-forgiveness-program

**CALIFORNIA**

- Chafee Grant
  888.224.7268
  https://www.chafee.csac.ca.gov/

**FLORIDA**

- Office of Student Financial Assistance (OSFA)
  888.827.2004
  http://www.floridastudentfinancialaid.org/
- Florida Student Assistance Grant Program
  http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm
Bright Futures Scholarship Program
Florida Medallion Scholars (FMS) Award
Florida Gold Seal Vocational Scholars (GSV) Award
http://www.floridastudentfinancialaidaid.org/SSFAD/bf

Scholarship for Children or Spouses of Deceased or Disabled Veterans and Service Members
http://www.floridastudentfinancialaid.org/SSFAD/factsheets/CDDV.pdf

José Martí Scholarship Challenge Grant Fund
http://www.floridastudentfinancialaid.org/SSFAD/factsheets/JoseMartti.pdf

HAWAII
Kamehameha Schools Financial Aid and Scholarship Services (FASS)
800.344.8328
http://www.ksbe.edu/finaid/

Na Ho Okama A Pauahi
Imi Na Auao
http://www.ksbe.edu/finaid/

INDIANA
Education and Training Voucher (ETV) Program
855.577.2388
http://www.indianaetv.org/

LOUISIANA
Chafee Educational and Training Voucher (ETV) Program
800.259.5626
http://www.osfa.state.la.us/Chafee.htm

MAINE
http://maine.gov/portal/education/

Gaining Early Awareness and Readiness for Undergraduate Programs
866.291.0004
http://www.gearupme.org

MICHIGAN
Gaining Early Awareness and Readiness for Undergraduate Programs
888.447.2687
http://www.michigan.gov/mistudentaid/0,4636,7-128-60969_61016----,00.html

MINNESOTA
Minnesota Office of Higher Education (MOHE)
651.642.0567
http://www.ohio.state.mn.us/

Minnesota State Grant
http://www.ohio.state.mn.us/mPg.cfm?pageID=138

Michigan GI Bill Program
http://www.ohio.state.mn.us/mPg.cfm?pageID=1803

Michigan Indian Scholarship Program
http://www.ohio.state.mn.us/mPg.cfm?pageID=149

MISSOURI
Education and Training Voucher (ETV) Program
800.585.7115
http://www.fc2sprograms.org/missouri/

NEW YORK
Education and Training Voucher (ETV) Program
877.766.5025
http://www.fc2sprograms.org/new-york/

NORTH CAROLINA
College Foundation of North Carolina (CFNC)
http://www.cfnc.org/about/info_about.jsp

Education and Training Voucher (ETV) Program
800.585.6118
http://www.fc2sprograms.org/north-carolina/

National Guard Tuition Assistance Program (TAP)
866.866.2362
http://www.cfnc.org/Gateway?command=GetProgramDetail&type=3&id=56

OHIO
Ohio Higher ED
http://www.ohiohighered.org/

Ohio College Opportunity Grant Program
Tamika Braswell
614.728.8862
https://www.ohiohighered.org/ocog

Ohio Nurse Education Assistance Loan Program
Melissa Marshall
614.466.3561
https://www.ohiohighered.org/nealp

Ohio War Orphans Scholarship
Amber Brady
614.752.9528
https://www.ohiohighered.org/ohio-war-orphans

Ohio Education Training Voucher (ETV) Program
855.471.1931
http://www.fc2sprograms.org/ohio/

Ohio National Guard Scholarship Program
Institutional Grant Programs
University of Phoenix is committed to providing financial assistance opportunities through institutional grant programs for potential and current students. Various institutional grants are offered throughout the year. For a complete list of current institutional grant offerings, please visit http://www.phoenix.edu/institutionalgrants

Scholarships
The Center for Scholarship Excellence (CSE) is a department of University of Phoenix. The CSE is committed to assisting with financial support through institutional and external scholarship programs. The CSE encourages students to borrow responsibly as they work toward their educational goals.

University of Phoenix has a comprehensive scholarship website at http://www.phoenix.edu/tuition_and_financial_options/scholarships.html to meet the needs of students. This website features scholarships offered by University of Phoenix, scholarship resources, tips, suggestions, articles, an external scholarship search engine and much more.

Institutional Scholarships
University of Phoenix offers a number of institutional scholarships, which are listed at http://www.phoenix.edu/tuition_and_financial_options/scholarships/institutional-scholarships.html. The University often partners with organizations to promote scholarship programs. These scholarships are available to potential students or alumni. The CSE website, http://www.phoenix.edu/tuition_and_financial_options/scholarships/institutional-scholarships.html, is updated regularly for institutional scholarships, qualifications, and selection criteria specific to University of Phoenix current and potential students as opportunities become available.

External Scholarships
Private outside entities develop and fund external scholarships, some of which are listed at http://www.phoenix.edu/tuition_and_financial_options/scholarships/external-scholarships.html. External scholarships are available to the general public, which may include University of Phoenix students.

Your eligibility for external scholarships depends on qualifying requirements that vary from scholarship to scholarship. The Center for Scholarship Excellence (CSE) evaluates external scholarship programs, determines applicability to the University student populations, and communicates these opportunities to students and campuses. The website is updated regularly as opportunities become available.

Loans
Federal Direct Loan (DL) Program
Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education at participating schools.

Direct Subsidized Loans - Direct Subsidized Loans are for students with financial need. The University will review the results of the FAFSA and determine the amount a student can borrow. The student is not charged interest while enrolled in school at least half-time.

Direct Subsidized Loan Time Limitation Note: Federal regulations limit a first-time borrower’s* eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower’s educational program. Under certain conditions, first-time borrowers
who have exceeded the 150% limit may lose the interest subsidy on outstanding Direct Subsidized Loans. For more detailed information on Direct Subsidized Loan Time Limitation, visit https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action.

*Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on an FFEL Program Loan on July 1, 2013.

**Direct Unsubsidized Loans** - Direct Unsubsidized Loans are available to students with and without financial need. Like subsidized loans, the University will review the results of the FAFSA to determine the amount a student can borrow. Interest accrues (accumulates) on an unsubsidized loan, even while the student is in school, beginning on the date the loan is initially disbursed. The student can pay the interest, or can allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If a student chooses not to pay the interest as it accrues, this will increase the total amount to be repaid because the student will be charged interest on a higher principal amount.

**Terms and Conditions** - Students who receive a Direct Loan are subject to the terms and conditions disclosed on the Federal Direct Loan Master Promissory Note (MPN), https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=Sub-Unsub-MPN, and the Direct Loan Disclosure Statement.

**Borrower's Rights and Responsibilities** - Students receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower's Rights and Responsibilities Statement, http://www2.ed.gov/offices/OSFAP/DirectLoan/dlrights.pdf, attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Federal Direct Loan Program, visit https://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized

For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive, please review the Direct Loan Policy in the Financial Aid Policies appendix.

**Federal Direct PLUS Loan for Parent(s)**

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Direct PLUS Loan eligibility is dependent upon the applicant's credit history. If it is determined that the applicant has adverse credit history, the applicant will have the option to appeal the credit decision or pursue an endorser.

**Award Amount** - Students who receive a Direct PLUS Loan for Graduate and Professional programs are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=FDPL-MPN

**Borrower's Rights and Responsibilities** - Students receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower’s Rights and Responsibilities Statement, http://www2.ed.gov/offices/OSFAP/DirectLoan/plus-rights.pdf, attached to the Master Promissory Note (MPN) for Direct PLUS Loans.

For more detailed information on eligibility and how to apply for the Federal Direct PLUS Loan for Graduate and Professional students, visit http://studentaid.ed.gov/types/loans/plus

For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive, please review the Direct Loan Policy in the Financial Aid Policies appendix.

**Federal Direct PLUS Loan for Graduate and Professional Degree Students**

Graduate and professional degree students can borrow a Direct PLUS Loan to help cover education expenses at a fixed interest rate. Direct PLUS Loan eligibility is dependent upon the applicant's credit history. If it is determined that the applicant has adverse credit history, the applicant will have the option to appeal the credit decision or to obtain an endorser.

**Award Amount** - Students eligible to receive a Graduate PLUS Loan award up to their academic year cost of attendance (COA) minus any other financial assistance received.

**Terms and Conditions** - Students who receive a PLUS Loan for Graduate and Professional programs are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=FDPL-MPN

For more detailed information regarding Federal Student Loan Interest Rates, including Direct PLUS Loans, please visit http://studentaid.ed.gov/types/loans/interest-rates

For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive, please review the Direct Loan Policy in the Financial Aid Policies appendix.
Federal Direct Subsidized and Unsubsidized Annual Loan Limits

Federal Direct Subsidized and Unsubsidized Annual and Aggregate Loan Limits are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
<th>Graduate/Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Freshman</td>
<td>$5,500</td>
<td>$9,500</td>
<td>$20,500</td>
</tr>
<tr>
<td>- No more than $3,500 of this amount can be subsidized loan</td>
<td>- No more than $3,500 of this amount can be subsidized loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Sophomore</td>
<td>$6,500</td>
<td>$10,500</td>
<td>-</td>
</tr>
<tr>
<td>- No more than $4,500 of this amount can be subsidized loan</td>
<td>- No more than $4,500 of this amount can be subsidized loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4 Junior and Senior</td>
<td>$7,500</td>
<td>$12,500</td>
<td>-</td>
</tr>
<tr>
<td>- No more than $5,500 of this amount can be subsidized loan</td>
<td>- No more than $5,500 of this amount can be subsidized loan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum total loan debt (aggregate loan limits): $31,000
- No more than $23,000 of this amount may be in subsidized loans.
- $57,500
- No more than $23,000 of this amount may be in subsidized loans.
- $138,500
- No more than $65,500 of this amount may be in subsidized loans.

Undergraduate certificate programs — Loan limits are based on the length of the program. For certificates that are less than an academic year, the $9,500 loan limits would be prorated by the lesser fraction of the weeks or credits in the program, divided by the University academic year definition of weeks or credits. Students in undergraduate certificate programs that are greater than an academic year cannot borrow more than the Grade Level 1 loan limits for each academic year. Final academic years less than 24 credits (graduating students in a program, divided by the University academic year definition of weeks or credits). Loan limits will be prorated based on the number of credits in the final academic year divided by 24. Please note students may also receive less funding if they receive other financial aid used to cover a portion of cost of attendance.

* Graduate and professional students are not eligible to receive Direct Subsidized Loans for loan periods beginning on or after July 1, 2012.

A student whose parent cannot obtain a PLUS Loan is allowed to borrow additional unsubsidized federal Direct amounts. Student dependency status will be determined based on answers to questions on the FAFSA.

Federal Education Loan Interest Rates and Origination Fees

For information regarding Federal Student Loan Interest Rates and Origination Fees, please visit http://studentaid.ed.gov/types/loans/interest-rates

Interest Rate Cap for Military Members

During military service, students who qualify under the Service-members Civil Relief Act may be eligible for 6% interest rate cap on the loans obtained before entering military service. Qualifying students must contact their loan servicer to request this benefit. In addition, no interest is charged (for a period of no more than 60 months) on Direct Loans first disbursed on or after Oct. 1, 2008, while a borrower is serving on active duty or performing qualifying National Guard duty during a war, other military operation or national emergency, and serving in an area of hostilities qualifying for special pay. Qualifying students should contact their loan servicer for eligibility details and to request this benefit.

Prior Federal Loans and Financial Aid History

Federal financial aid borrowers can check the interest rate, servicer information and other financial aid history via the National Student Loan Data System (NSLDS) at http://www.nslds.ed.gov/

Private Student Loans

Understand your rights and responsibilities when considering private loan options. Clear and accurate information can help you make informed choices, so you borrow only what you need and can reasonably repay.

The University encourages that all federal and state financial aid options are exhausted before private loans are considered. Private loans are made through third-party lenders and other financial institutions and are subject to a credit review and individual lender terms and conditions. Private loans are not subsidized or guaranteed by the federal government. For more information on the difference between federal and private loans, please visit http://www.consumerfinance.gov/paying-for-college/choose-a-student-loan/

Private student loans may be available to both students and parents who are not eligible for federal financial aid or who need assistance beyond their financial aid eligibility. The lender determines eligibility, and amounts are limited to the cost of attendance minus other aid, including discounts and any other resources received.

Students may choose to use any eligible lender that offers private loans. The University does not maintain a list of lenders that offer private loans, nor will it endorse a particular lender. Students who need a focused resource to assist in finding a private loan may choose to use the list of private loan options developed by FinAid at http://www.finaid.org/loans/privatestudentloans.phtml

For additional information, please review the Private Loans Policy in the Financial Aid Policies appendix.

Financial Aid Awarding

For students who have completed all required financial aid materials, the University will evaluate student eligibility for federal, state and institutional aid programs.

If a student is eligible, Student Financial Services - Operations calculates an estimated financial aid award and provides notification to the student. The notification includes eligibility information for each financial aid program awarded, as well as the amount and anticipated disbursement dates. This notification may be electronic. Generally, financial aid awards are divided into two payment periods. Payment periods are based on individual course schedules and follow academic year requirements.

Federal Pell Grant eligibility for an undergraduate student is estimated before originating a Direct Subsidized or Unsubsidized
Schedule Requirements

The University defines its academic year as follows:

- Undergraduate Certificate programs are a minimum of 24 credits and 40 weeks of instructional time.
- Graduate Certificate programs are a minimum of 24 credits and 40 weeks of instructional time.
- Associate programs (9-week model) are a minimum of 24 credits and 36 weeks of instructional time.
- Associate programs (5-week model) are a minimum of 24 credits and 40 weeks of instructional time.
- Bachelor's programs are a minimum of 24 credits and 48 weeks of instructional time.
- Master's programs are a minimum of 24 credits and 48 weeks of instructional time.
- Doctoral programs are a minimum of 24 credits and 48 weeks of instructional time.

Note: The academic year definition may vary based on program level, version and course length.

The academic year begins with the first eligible course of a degree program and ends when a student successfully completes both the credits and weeks of instructional time requirements. An academic year has no calendar time constraints and continues through periods of nonattendance that are less than 180 days until both the credit and weeks requirements are met. A week of instructional time is a week (a consecutive seven-day period) in which one day of instruction occurs. Instructional time does not include periods of vacation, orientation or homework. An academic year that begins before a previous existing academic year has ended is considered an overlapping academic year.

Students who overlap courses or take courses concurrently may be required to complete additional credits to meet the number of weeks of instructional time required to complete the academic year.

The academic policy of the University prohibits a student from taking more than two courses concurrently without written approval from the Campus Director of Academic Affairs.

Verification

A federal financial aid student may be chosen to participate in the verification process by the U.S. Department of Education Central Processing System. The Central Processing System prints an asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement to identify the student has been selected for verification.

The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications.

If a student is selected for verification, the University will request the student provide all applicable documentation, which may include, but is not limited to, the following:

- IRS-issued federal tax return transcript(s)
- IRS W-2 form for each source of employment income
- Verification worksheet
- Verification of household member(s) receiving Supplemental Nutrition Assistance
- Program (SNAP) benefits
- Verification of child support paid
- Verification of untaxed income
- Documentation of high school completion
- Government-issued photo identification

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- Verification worksheet
- Verification of household member(s) receiving Supplemental Nutrition Assistance
- Program (SNAP) benefits
- Verification of child support paid
- Verification of untaxed income
- Documentation of high school completion
- Government-issued photo identification
Cost of Attendance Policy

Overview
The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student's amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. The University uses the same COA when awarding Pell and Direct Loans unless the student is a Pell or Iraq Afghanistan Service Grant (IASG) only student. If the student is only receiving Pell or IASG, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for a period of enrollment. The University reviews and, if necessary, updates each COA component annually, referencing the Consumer Expenditure Survey from the Bureau of Labor and Statistics website and reviewing actual institutional data. Amounts used in this year's cost of attendance (COA) are as follows:

<table>
<thead>
<tr>
<th>College of Education</th>
<th>Cost of Attendance Components</th>
<th>Undergraduate Certificate**</th>
<th>Associate 9 Week</th>
<th>Associate 5 Week</th>
<th>Bachelor's Degree</th>
<th>Graduate Certificate***</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td>$7,470.00</td>
<td>$9,600.00</td>
<td>$9,600.00</td>
<td>$9,816.00</td>
<td>$11,832.00</td>
<td>$12,840.00</td>
</tr>
<tr>
<td>rSource Fees</td>
<td></td>
<td>$ 846.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$1,320.00</td>
<td>$1,320.00</td>
</tr>
<tr>
<td>Living Expense and Loan Fees*</td>
<td></td>
<td>$7,960.00</td>
<td>$8,964.00</td>
<td>$9,950.00</td>
<td>$9,980.00</td>
<td>$11,988.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Annual COA</td>
<td></td>
<td>$16,276.00</td>
<td>$19,692.00</td>
<td>$20,678.00</td>
<td>$20,924.00</td>
<td>$25,140.00</td>
<td>$26,160.00</td>
</tr>
</tbody>
</table>

*Housing expense for Military Basic Allowance for Housing (BAH) is reduced by 72.5%. Living expenses include allowances for room and board, internet and education, transportation, and miscellaneous educational expenses.

**The figures provided for undergraduate certificate programs are illustrative and based on 18 credits.

***The figures provided for graduate certificate programs are illustrative and based on 24 credits.

<table>
<thead>
<tr>
<th>College of Health Sciences and Nursing</th>
<th>Cost of Attendance Components</th>
<th>Undergraduate Certificate**</th>
<th>Associate 9 Week</th>
<th>Associate 5 Week</th>
<th>Bachelor's Degree</th>
<th>Graduate Certificate***</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td>$10,056.00</td>
<td>$9,720.00</td>
<td>$9,720.00</td>
<td>$11,904.00</td>
<td>$14,280.00</td>
<td>$15,600.00</td>
</tr>
<tr>
<td>rSource Fees</td>
<td></td>
<td>$ 1,128.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$ 1,320.00</td>
<td>$ 1,320.00</td>
</tr>
<tr>
<td>Living Expense and Loan Fees*</td>
<td></td>
<td>$ 9,940.00</td>
<td>$8,964.00</td>
<td>$9,950.00</td>
<td>$9,980.00</td>
<td>$11,988.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Annual COA</td>
<td></td>
<td>$21,124.00</td>
<td>$19,812.00</td>
<td>$20,798.00</td>
<td>$23,012.00</td>
<td>$27,588.00</td>
<td>$28,920.00</td>
</tr>
</tbody>
</table>

*Housing expense for Military Basic Allowance for Housing (BAH) is reduced by 72.5%. Living expenses include allowances for room and board, internet and education, transportation, and miscellaneous educational expenses.

**The figures provided for certificate programs are illustrative and based on 24 credits.

<table>
<thead>
<tr>
<th>College of Humanities and Sciences</th>
<th>Cost of Attendance Components</th>
<th>Undergraduate Certificate**</th>
<th>Associate 9 Week</th>
<th>Associate 5 Week</th>
<th>Bachelor's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td>$10,056.00</td>
<td>$8,976.00</td>
<td>$8,976.00</td>
<td>$10,728.00</td>
</tr>
<tr>
<td>rSource Fees</td>
<td></td>
<td>$ 846.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
</tr>
<tr>
<td>Living Expense and Loan Fees*</td>
<td></td>
<td>$ 7,960.00</td>
<td>$8,964.00</td>
<td>$9,950.00</td>
<td>$9,980.00</td>
</tr>
<tr>
<td>Annual COA</td>
<td></td>
<td>$19,462.00</td>
<td>$19,068.00</td>
<td>$20,054.00</td>
<td>$21,836.00</td>
</tr>
</tbody>
</table>

*Housing expense for Military Basic Allowance for Housing (BAH) is reduced by 72.5%. Living expenses include allowances for room and board, internet and education, transportation, and miscellaneous educational expenses.

**The figures provided for certificate programs are illustrative and based on 18 credits.

<table>
<thead>
<tr>
<th>College of Information Systems and Technology</th>
<th>Cost of Attendance Components</th>
<th>Undergraduate Certificate**</th>
<th>Associate 9 Week</th>
<th>Associate 5 Week</th>
<th>Bachelor's Degree</th>
<th>Graduate Certificate***</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td>$8,208.00</td>
<td>$9,696.00</td>
<td>$9,696.00</td>
<td>$11,880.00</td>
<td>$13,230.00</td>
<td>$17,616.00</td>
</tr>
<tr>
<td>rSource Fees</td>
<td></td>
<td>$ 846.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$1,128.00</td>
<td>$ 990.00</td>
<td>$ 1,320.00</td>
</tr>
<tr>
<td>Living Expense and Loan Fees*</td>
<td></td>
<td>$ 7,960.00</td>
<td>$8,964.00</td>
<td>$9,950.00</td>
<td>$9,980.00</td>
<td>$ 9,018.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Annual COA</td>
<td></td>
<td>$17,014.00</td>
<td>$19,788.00</td>
<td>$20,774.00</td>
<td>$22,988.00</td>
<td>$23,238.00</td>
<td>$30,936.00</td>
</tr>
</tbody>
</table>

*Housing expense for Military Basic Allowance for Housing (BAH) is reduced by 72.5%. Living expenses include allowances for room and board, internet and education, transportation, and miscellaneous educational expenses.

**The figures provided for certificate programs are illustrative and based on 18 credits.
The University’s COA is made up of the following components:
- Tuition
- Books and Supplies (Electronic Course Materials and Books-Resource fees)
• Tuition
• Loan Fees
• Nine months for associate's degree-seeking students (9-week course delivery)
• Transportation
• Miscellaneous (personal care expenses)
• Loan Fees
If a student is attending less than half-time, the COA is limited to the following components:
• Tuition
• Electronic Course Materials and Books (rEsource Fees)

**Tuition**
The tuition component for the COA is a per credit average based on credential level and college. The University documents how tuition averages are calculated and makes this information available upon request. Exceptions include professional judgment decisions and elimination of an overaward using a student’s actual tuition costs for the period of enrollment. (Refer to the Professional Judgement and Overawards & Overpayments policies for further information). If a student’s period of enrollment is less than a full academic year, costs are adjusted to match the period of enrollment.

**Books and Supplies (Electronic Course Materials and Books)**
The books and supplies component is calculated using a standard rEsource fee based on the credential level for each enrolled course, for the period of enrollment.

**Living Expense**
The living expense component is a per month allowance calculated using data provided in the most recent Consumer Expenditure Survey. The University documents how living expense components are calculated and makes this information available upon request. Students receiving military housing assistance (Basic Allowance for Housing or BAH) will have a reduction in living expenses in the amount of the room allowance (housing).

To determine the total living component for each student’s COA, the University references its academic year definition for each credential level to establish the number of months to be used. (Refer to the Academic Year Definition Policy for further information)

- Nine months for associate’s degree-seeking students (9-week course delivery);
- Ten months for associate’s degree-seeking students (5-week course delivery);
- Ten months for bachelor’s degree-seeking students; and
- Twelve months for graduate students.

- Certificate seeking students:
  - College of Security and Criminal Justice
  - Undergrad certificate-8 months
  - College of Social Sciences
  - Undergrad certificate-10 months
  - Graduate certificate-9 months
  - School of Business
  - Undergrad certificate-8 months
  - Graduate certificate-9 months

**Programs Less than an Academic Year and End of Program Periods**
The COA for programs less than an academic year and the COA for end of programs (EOPs) is based on the credits required to complete the program and the weeks of instructional time, converted to months, needed to complete those credits. The months are rounded up and multiplied by the monthly living expense amount to determine the living expense component of the student’s COA. The COA for an EOP will not increase if a remaining period needs to be extended due to the student failing or withdrawing from a course(s) in the prorated period.

**Loan Fees**
The University calculates an average loan fee per month based on credential level. The number of months used to determine the living expense component (see above) is also the number of months used to determine the total loan fee component in the student's COA. The University documents how the loan fee component is calculated and makes this information available upon request.

**Incarcerated Students**
The COA for incarcerated students is limited to tuition, course material fees, and books and supplies, if required in the program of study. (Refer to the Student/Parent Eligibility Policy for further information.)

**Tribal Budget**
The University prepares a separate tribal budget for students who receive tribal funding. The tribal budget consists of actual tuition rates for the tuition component and may include a child/dependent care average component obtained from the National Association of Childcare Resource and Referral Agency (NACCRRA). The University averages each childcare type for weekly and hourly cost for each state. Documentation is available for review, upon request.

**Minnesota Child Care Budget**
For students who are receiving the Minnesota Postsecondary Child Care Grant, the University will add actual childcare costs to the cost of attendance before computing financial need. This amount will be captured in the application process.

**Grade-Level Determination**

Determination of grade level is an important part of calculating eligibility for federal and state financial aid. The University determines the student’s grade level by calculating the total number of credits that have been completed at the beginning of an academic year. For example, a student with 12 transfer credits at the start of his or her program at the University will be considered a grade level 1 student. After the completion of one academic year of 24 credits, the student will have a total of 36 credits completed, making the student eligible for grade level 2 loans in his or her second academic year.

The following chart illustrates the number of credits required to complete each grade level.
Undergraduate Grade-Level Determination

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Credits Applied in Primary Program (Includes Transfer Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL 1 (freshman)</td>
<td>0-24</td>
</tr>
<tr>
<td>GL 2 (sophomore)</td>
<td>24-48</td>
</tr>
<tr>
<td>GL 3 (junior)</td>
<td>49-72</td>
</tr>
<tr>
<td>GL 4 (senior)</td>
<td>73+</td>
</tr>
</tbody>
</table>

Note: A student in a two-year program cannot receive more than a grade level 2 (GL 2) annual loan limit in any given year, no matter how long it takes to complete the program. A student in an undergraduate certificate program cannot receive more than a grade level 1 (GL 1) annual loan limit in any given year, no matter how long it takes to complete the undergraduate certificate. For information on academic year definitions, please see the Academic Year Definition Policy in the Financial Aid Policies appendix.

Conflicting Information

If the University has conflicting information concerning a student’s eligibility or has any reason to believe a student’s application information is incorrect, the University will resolve such discrepancies before disbursing student financial aid funds. If discrepancies are discovered after disbursing student financial aid funds, the University will reconcile the conflicting information and require the student to repay any funds for which he or she was ineligible. Examples of conflicting information may include, but are not limited to, the following:

- Social Security numbers
- Date of birth
- Legal name
- Discrepant tax data (including whether or not the student/parent was required to file a tax return)
- Household size or marital status
- Citizenship status

Other Resources

Students are required to disclose financial assistance that will be paid by a third party on their behalf. When a portion of a student’s cost of attendance is waived or paid by another source, other than federal financial aid, this is considered other resources. Examples of other resources include, but are not limited to, the following:

- External grants and scholarships
- University grants and scholarships
- Tuition assistance
- Military tuition benefits
- University tuition discounts and waivers
- University administration tuition and/or student account adjustments
- Income from insurance programs that pay for the student’s education
- Private loans
- Private and state grants
- Tribal aid
- Other financial assistance paid directly to the University

Note: Adjustments to tuition due to an approved leave of absence, early payment discounts and cash payments made by the student will not count as other resources.

A student must have financial need to receive all federal financial aid funds except for Direct Unsubsidized and PLUS Loans under the Direct Loans program. As such, a student’s expected family contribution and other resources will be subtracted from the cost of attendance when determining eligibility for federal financial aid (Title IV). All awards, including need and non-need-based aid, cannot exceed a student’s annual cost of attendance.

If the University receives additional other resources that cause the student to exceed the cost of attendance, it will adjust the awards appropriately to eliminate the overaward. This may include reducing future disbursements for a second or subsequent payment period or returning awards to the funding source. Funds will be returned in the order most beneficial to the student.

Satisfactory Academic Progress

Information regarding University academic progress standards for individual programs and information regarding the University’s Program and Cumulative Grade Point Average policy may be found under the Academic Policies section of the appropriate University Academic Catalog at [http://www.phoenix.edu/programs/degree-programs/academic-catalog.html](http://www.phoenix.edu/programs/degree-programs/academic-catalog.html)

Satisfactory Academic Progress (SAP) for DVA Education Benefits

To receive Department of Veterans Affairs (DVA) education benefits, a student must maintain satisfactory academic progress (SAP) and conduct accordingly, benefits will be terminated for individuals who are disqualified, suspended or expelled from the University.

Academic Probation

Academic probation (AP) shall occur when a grade point average (GPA) falls below acceptable levels for the program. Probation lasts for a period of four consecutive program-applicable courses. Concurrent enrollment is prohibited during the four-course AP sequence.

Associate degree students enrolled online should continue traditional block scheduling format with concurrent enrollment in two courses (excluding AACR and AAPF). In graduate programs, the four-course sequence excludes any undergraduate prerequisite courses.

Financial aid students will continue to receive funds during the probationary period.

Veteran students will continue to receive DVA education benefits during the probation period.

The veteran will be informed of the probation, and a notation to the student DVA file will be recorded when the probationary period commenced.

Academic Disqualification

Academic disqualification (AD) will result if a student fails to clear an academic probation status within four courses from the onset of probation. Veteran students will not be eligible for DVA educational benefits after disqualification. The DVA and student will be notified of the disqualification. To reapply, a formal application for admission must be submitted in accordance with University admission procedures. In addition, applicants should explain the reasons for the scholastic deficiencies; the manner in which the intervening time has been spent; and why they should be
Federal Financial Aid Satisfactory Academic Progress Policy

Overview
The University's Federal Financial Aid Satisfactory Academic Progress (SAP) policy determines whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. This federal financial aid SAP policy does not supersede the institution's academic SAP policy.

Policy
Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's academic program.

Qualitative Measure

GRADE POINT AVERAGE
Undergraduate students must have a cumulative program grade point average (GPA) of 2.0 at the end of each completed payment period, unless otherwise defined by academic policy. Graduate students must have a program GPA of 3.0 at the end of each completed payment period.

A student's cumulative program GPA is calculated using only those grades earned at the University for the current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed.

Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

Qualitative Exclusions
The following are excluded from the qualitative computation:
- Waivers
- National Testing Programs
- Courses with the following grades:
  - IN PROGRESS EXTENSION (IX)* (provided there is no formal grade)
  - AUDIT (AU)
  - Incomplete (I)
  - In Progress (IP)
  - No grade awarded (QC)**
  - Passing (P)
  - Withdrawal (W)
  - Withdrawal/Failing (WF)
  - Waived with Credit (WC)
  - No Credit (NC)
- Orientations with the following completion statuses:
  - Orientation Complete (OC)
  - Orientation Not Complete (ON)

Quantitative Measure

The quantitative measure for the pace of completion is calculated using the following formula:

\[
\text{Cumulative number of credit hours the student successfully completed} / \text{Cumulative number of credit hours the student attempted}
\]

At the end of each payment period, the student's pace of completion is evaluated. Students must earn at least 67% of the credit hours attempted toward completion of the primary program of study. Credit hours taken at other institutions and accepted toward a student's primary program of study at the University are included in both attempted and completed credit hours when measuring pace of completion.

Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measurement or program pace.

INCLUDED IN PACE OF COMPLETION

The following are included as attempted in the pace of completion calculation:
- Courses that are waived with credit (WC)
- Assessed Credits
- Withdrawal (W)
- Withdrawal/Failing (WF)
- Courses completed with the following grades: A, B, C, D and F (+/-)
- In Progress (IP)

Orientation Extension (OX)
Assessed Credits

*The IX grade is only given to eligible students who require special accommodations (Americans with Disabilities Act) and provides additional time to complete a course. Faculty may select a completion date ranging from 5 to 15 weeks. The IX grade will default to an F grade when the course exceeds the completion date.

**QC grade (effective for classes in progress 9/9/2006). No grade was issued. No credits awarded. A QC is awarded in the following instances:
- This grade may be used for zero-credit courses once the attendance requirement has been satisfied.
- A QC grade may automatically post for certain doctoral and counseling courses when the IP period expires and no formal grade has been submitted.
- A QC grade is not calculated into the GPA.
- This grade allows students to repeat a course (doctoral dissertations, etc.) without penalizing their GPA.
- The QC grade is available using a drop-down menu on eCampus.
FINANCIAL AID WARNING

40 EVALUATION

• No grade awarded (QC)
• Incompletes (I, IX and IF)

University of Phoenix, 2016-2017

FINANCIAL AID DISQUALIFICATION

Undergraduate students with less than a cumulative 2.0 GPA, or the minimum as stated in policy, and graduate students with less than a 3.0 OR who do not earn 67% of their attempted credits (cumulatively) at the end of a completed payment period, are automatically placed on financial aid warning (FW) status. The University can disburse federal financial aid funds to students on FW status for one payment period.

STUDENT NOTIFICATION

The University will notify students at any point during their enrollment if they are placed on or taken off the FW, FP, FD, or FD or Regular Student (RG) statuses, as these affect student eligibility to receive federal financial aid.

STUDENT FINANCIAL AID APPEALS

Students placed on FD status due to a violation of the qualitative and/or quantitative standards during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting an appeal to the Student Financial Services - Operations Professional Judgment (SFS-O PJ) Team. The SAP PJ form is located on the financial aid website. If there are unusual circumstances that should be considered during the appeal process, federal financial aid reinstatement may be possible during a financial aid probation period.

Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The SAP PJ team reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the SAP PJ team are final.

The University allows a student to have a maximum of two approved appeals during their time at the University. These appeals cannot be consecutive and are only considered if unusual circumstances exist. Examples of unusual circumstances may include, but are not limited to, the following:

• Death of a relative
• An injury or illness of the student
• Other special circumstances

Students must explain in the appeals process why the nature and timing of their unusual circumstance(s) directly prohibited them from maintaining SAP, and what has changed in their situation that would allow them to demonstrate SAP at the next evaluation. If students have more than 12 credits remaining in their program of study, they must demonstrate the ability to graduate within the maximum timeframe allowed and meet the GPA requirements. If students have 12 or less credits remaining, they must demonstrate the ability to complete the remaining credits successfully.

REGAINING ELIGIBILITY AFTER PAYMENT PERIOD OF INELIGIBILITY

A student who is not making SAP regains eligibility only when the student is in compliance with the University’s SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using non-federal financial aid funds. If the student meets all SAP criteria after the ineligible payment period, the student’s borrower based academic year (BBAY) will start at the beginning of the eligible payment period following the period of ineligibility. The BBAY is packaged for a full 24 credits and 30 weeks of instructional time.

MAXIMUM TIMEFRAME

If at any time during the evaluation period it is determined a student is not going to complete the program of study within the maximum timeframe of 150% of the length of the educational program, the student becomes ineligible for federal financial aid. This determination cannot be appealed.

TRANSFER CREDITS-QUALITATIVE

A student’s program GPA is calculated using only grades earned at the University in courses that are applicable to the program. Therefore, transfer credits do not apply when calculating the student’s GPA at the University. Transfer credits include credits for all courses not completed at the University that are applied toward the completion of the student’s degree program.

TRANSFER CREDITS-QUANTITATIVE

Credits taken at other institutions and applied towards the student’s program/version at the University are included in both attempted and completed hours when measuring the student’s pace towards completion.

PROGRAM CHANGES

Students who change programs at the University are re-evaluated to determine which credits apply to the new program. If the five program change conditions are met (refer to the Program Changes Policy for further information), the student will remain in his/her original academic year. The student’s SAP status is not reset and the student will continue to be evaluated for SAP at the end of each completed payment period as originally established. If the five program change conditions are NOT met, the student’s SAP status will be reset with an effective date of the program change. The student’s SAP status will be evaluated at the end of each completed payment period in the new academic year. If the student changes back to a program he/she was previously in, the student’s SAP status will reflect the status of the original program.

The University will calculate the qualitative and quantitative SAP measures based on all courses applicable to the new program. This includes those courses taken in a previous program that the student successfully completed and that apply to the new program.

REPEAT COURSES

Grades for prior attempts are excluded when calculating the quali-
tative component. However, credits from all attempts are included when assessing if the student meets the quantitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Note:** Repeat courses taken in a program are counted in the SAP status for that program.

**CONCURRENT ENROLLMENT**

The University evaluates SAP for the primary program based on completed weeks and credits of a payment period, regardless of whether or not the student is enrolled concurrently. All credits completed at the University applicable to the primary program will apply toward the primary program’s GPA.

**Professional Judgment**

The University may exercise discretion to accommodate special circumstances, with respect to some aspects of eligibility, using professional judgment. Professional judgment allows the University to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. The University uses professional judgment on a case-by-case basis. Special circumstances will include conditions that differentiate an individual student from a whole class of students. The University will not accept professional judgments made for a student by another school, but will independently review the circumstances and, if appropriate, document the professional judgment decision. The decision of the University regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. A student should contact a Finance Advisor if interested in submitting a professional judgment request.

**Note:** The University will complete verification before exercising professional judgment for students who have been selected for verification.

For additional information, please refer to the Professional Judgement Policy in the Financial Aid Policies appendix.

**Determining Enrollment at the University**

Active enrollment is determined by a student’s continuous attendance at the University. A student is considered to be in continuous attendance as long as no more than 14 days exists between academically related activities (ARAs). For exceptions to this 14-day requirement, please refer to Withdrawing from the University. For additional information, please see Academically Related Activities below. Students may have one of the following active enrollment statuses based upon the academic workload for his or her program:

**Active Full-Time:** The student’s required academic workload for his or her program is at least 6 credits for an academic year, the student is actively attending class and the student’s official last date of attendance based on ARAs does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Grade Extensions (IX) grades are excluded from the 14 day out of attendance calculation.

**Active Less Than Half Time:** The student’s required academic workload for his or her program amounts to less than the 6 credits for an academic year, as determined by the institution. In addition, the student is actively attending class and student’s official last date of attendance based on ARAs does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Grade Extensions (IX) grades are excluded from the 14 day out of attendance calculation.

**Academically Related Activities**

ARAs are used to determine a student’s official last date of attendance and corresponding enrollment status at the University. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses.

The following activities that occur on or after the course start date and on or before the course end date will be considered academically related activities by the University:

- **Postings/Messages** in a course (online, directed study and online weeks of FlexNet® courses)
- **Assignment submissions** posted via the online classroom
- **Quiz/Exam submissions** recorded by the system via the online classroom
- **Learning Team acknowledgements** via the online classroom
- **Physical attendance** verified by a signed attendance roster (local campus courses only)

**Exception:** ARAs will not generate for activities in Audited (AU) courses.

**Institutionally Scheduled Break**

The University’s winter institutionally scheduled break for the 2016/2017 award year is Dec. 23, 2016 - Jan. 1, 2017. For students attending local campuses only, the University’s Thanksgiving institutionally scheduled break for the 2016/2017 award year is November 23, 2016-November 27, 2016. For students attending the Louisiana campus only, there will also be an institutionally scheduled break for Mardi Gras from Feb. 24, 2017- Feb. 28, 2017.

**Course Attendance Policy**

Attendance at all scheduled class meetings is required. Students are responsible for scheduling and planning ahead for any absences that may occur during a course to the extent possible. For more information, please see Unexcused Absence Policy.

**Online Class Attendance**

In order to be in attendance during a week, a student must post at least one (1) message, assignment submission or quiz/exam that is recorded by the system in the online classroom on two (2) separate days during the online week. Deadlines for attendance are based on Mountain Standard Time. Attendance is tracked automatically in all online courses.

**Local Campus Class Attendance**

Students must physically attend the local campus workshop meeting during the scheduled class and sign the attendance roster in order to be in attendance. Most local campus courses meet four hours per week.

**Directed Study Class Attendance**

Attendance in directed study courses is tracked in the same manner for both the local campus and online modalities. A directed study student receives automatic attendance for a class week if she or he posts one (1) message, assignment submission or quiz/exam submission that is recorded by the system in the online classroom during the scheduled class week. Deadlines for attendance are based on Mountain Standard Time. Attendance is tracked automatically in all directed study courses.

**FlexNet Class Attendance**

FlexNet students are in attendance at a local campus workshop if they physically attend the local campus workshop meeting during the scheduled class hours and sign the attendance roster. A FlexNet student receives automatic attendance for an online class week if she or he posts one (1) message, assignment submission or quiz/exam submission that is recorded by the system in the online classroom on two (2) separate days during the online week. Deadlines for attendance are based on Mountain Standard Time. Attendance is tracked automatically in all online weeks of FlexNet courses.
School of Advanced Studies Class Attendance

In order to be in attendance during a week, a student must post at least one (1) message, assignment submission or quiz/exam submission that is recorded by the system in the online classroom on two (2) separate days during the online week. Deadlines for attendance are based on Mountain Standard Time. Dissertation courses (i.e., DOC 722, DOC 733, etc.) only require one (1) message, assignment submission or quiz/exam submission that is recorded in the online classroom during each workshop week to remain in attendance. Residency courses require daily sign-in on the attendance roster to verify attendance.

Counseling Residency Courses

Online week: Students must post at least one message, assignment submission, or quiz/exam submission that is recorded by the system in the online classroom on two separate days during the online week.

Three day residency: Students must physically attend the face to face workshop meetings during the scheduled class and sign the attendance roster each day.

Unexcused Absence Policy

Attendance is mandatory in all University courses; however, circumstances do occasionally arise which prevent a student from attending class. The University’s unexcused absence policy allows unexcused absence(s) to be granted based on the number of workshops within a course (refer to the chart below). An unexcused absence may affect the final course grade due to the missed opportunity to earn participation points. Unexcused absences will result in a Withdrawal (W) or Withdrawal/Failing (WF) grade if students miss more than the maximum allowed absences.

<table>
<thead>
<tr>
<th>Number of workshops</th>
<th>Allowed Absences</th>
<th>Absences resulting in Withdrawal (W) grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>5-9</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9 (Online associate)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10-59</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>60+</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

Students may submit a request for an excused absence for one of the following reasons with supporting documentation:

- Military deployment
  - Documentation can consist of military orders.
- Extreme serious illness or hospitalization of student or family member
  - Family members for hospitalization or serious illness include: mother, father, spouse, and child.
  - Documentation can include a note from the Doctor or release from the hospital. The documentation does not need to contain specifics of the medical condition and/or injury, etc.
- Title IX - Pregnancy and Childbirth
- A student must be excused for medically necessary absences due to pregnancy, pregnancy-related conditions or childbirth for as long as the doctor deems the absence(s) medically necessary.
- Documentation can include a note from the doctor, release from the hospital, and any other documentation that would typically be required for other medically necessary absences.
- Death of immediate family member
  - Immediate family members include: father, mother, spouse, domestic partner, child, grandparent, brother, sister, aunt, uncle, father-in-law, mother-in-law, brother-in-law, and sister-in-law.
  - Documentation can consist of a copy of the deceased’s obituary.
- Jury Duty
  - Documents can consist of a copy of the jury summons.
- Other extenuating circumstances
  - Students may request an "E" excused absence based on extenuating circumstances, as approved by the University.
- Natural disaster, inclement weather, or emergency situations which requires campus(es) to cancel classes.

Leave of Absence

Purpose

The University must have a written formal leave of absence (LOA) policy. The University and students must comply with the stated policy as well as governing regulations when requesting, approving and processing LOAs.

Policy

This policy is applicable to all students enrolled in degree programs at University of Phoenix.

If a student is not actively enrolled in a program, the student is not eligible to apply for a leave of absence.

Students may be approved by the University for multiple LOAs in a 12-month period. The total of all approved LOAs may not exceed 180 calendar days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

Required Documentation

An LOA may be approved if the University determines there is a reasonable expectation the student will return. Students must follow the University’s LOA Policy when requesting an LOA, by providing (on or before the start date of the LOA) a written, signed and dated request, including the reason for the LOA, to the Finance Advisor. All requests will be forwarded to Student Financial Services - Operations (SFS-O).

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the University may grant the LOA if the campus has documented the reason and decision. The campus must collect the signed LOA request form the student at a later date and provide it to SFS-O within a reasonable amount of time from the student’s last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, University course cancellation and/or facility closure, and natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the campus can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) Calculation being performed, the student will be
placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal.

An LOA will NOT be approved if a student requests the LOA after 14 consecutive days of nonattendance, is in an unofficial withdrawal (UW) status and the request is not due to unforeseen circumstances that occurred prior to the UW status.

If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the LOA, the LOA is not valid and will be negated.

**HEROES Act**

The Higher Education Relief Opportunities for Students (HEROES) Act of 2003 was created to ensure students who are receiving federal financial aid are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals. If an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

The University will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing. For additional information, students should contact their Finance Advisor.

**Length**

In determining the length of the LOA, the LOA start date is the first day of the LOA, and the LOA end date is the day before the start date of the course the student is returning to at the University. The first day of the student’s initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance.

The course start date will cease the LOA day count; however, the University’s academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic related activity (ARA) in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs.

**Note:** At the time of the LOA approval, the University will review the LOA dates requested by the student and may adjust those dates based on ARAs, classes scheduled, etc.

**Extending an LOA**

A student may request an LOA extension as long as the request is made before the scheduled end date. Students must follow the University LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension to the Finance Advisor. All requests must be forwarded to Student Financial Services - Operations (SFS-O).

**Institutionally Scheduled Breaks**

If a student submits an LOA request with a start date being the same day as the start of an institutionally scheduled break or a start date that falls within an institutionally scheduled break, the University will update the LOA start date to the first day after the institutionally scheduled break ends.

If a student’s LOA is scheduled to end on or within an institutionally scheduled break, the University will update the LOA return date to the start date of the course that is scheduled to begin after the institutionally scheduled break, as long as the student is registered for a course set to begin when the institutionally scheduled break ends.

If a student’s LOA request completely overlaps an institutionally scheduled break, all days of the institutionally scheduled break and the LOA days will count toward the length of the LOA and apply toward the maximum of 180 days in a 12-month period. The University will not allow a student to take two consecutive LOAs separated by an institutionally scheduled break.

**Disbursements During an LOA**

The University may disburse Pell, IASG and FSEOG funds to a student on an LOA during certain times of the year. Federal financial aid funds that are part of a credit balance created before a student began an LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

**Completion of Coursework upon Return**

If a student takes an approved LOA in the middle of a course, the University must ensure no additional charges are incurred when the student returns. To ensure no additional charges are incurred, the University will issue the student an LOA Credit (LOAC). This LOAC will be applied to the course scheduled after the LOA end date.

**Failure to Return**

The University will advise the student, prior to granting the LOA, the effect that failure to return from an LOA may have on loan repayment terms, including the expiration of the student’s grace period. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student’s last date of attendance.

If the student reenters, after withdrawing from the University, the previously approved LOA days will count toward the student’s LOA maximum of 180 days in a 12-month period.

**Program Change During Approved LOA**

If a student requests a program change while on an approved LOA, the student is not meeting the LOA requirement of returning to his/her program of study. Therefore, in these scenarios, the University will perform a return to title IV (R2T4) calculation to withdraw the student from his/her initial program of student. The student’s last date of attendance in these scenarios will be the last academic related activity (ARA) prior to taking the approved LOA. The University’s date of determination will be the Program Change Effective Date/Program Begin Date. Once the University has withdrawn the student from the initial program, the student will be enrolled and packaged in the new program. (Refer to the Program Changes Policy and Re-Entry Policy for further information)
Financial Aid Disbursements

Federal Funds
A student is eligible to receive the first disbursement of federal financial aid when the University confirms the student is enrolled in courses for the payment period and is eligible to receive the funds. The student becomes eligible to receive a disbursement of federal financial aid for the second payment period when the student successfully completes one-half the weeks of instructional time and earns one-half the credit hours in the defined academic year (AY). Typically, the University disburses funds once the student successfully completes half the credits and weeks of instruction in the current AY, which may consist of more credit hours and weeks of instruction than the defined AY.

First-time, first-year undergraduate borrowers will not have the first installment of the Direct Loan disbursed until 30 calendar days after the program of study academic year begins.

<table>
<thead>
<tr>
<th>Federal Loans</th>
<th>First Disbursement Eligibility</th>
<th>Second Disbursement Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct</td>
<td>30 days after academic year or program start date</td>
<td>Successfully completes ½ weeks and credits in academic year or program and has posted attendance for the second payment period</td>
</tr>
<tr>
<td>Direct</td>
<td>7 days after academic year start date or 7 days after date of certification if the academic year start date is in the past</td>
<td>Successfully completes ½ weeks and credits in academic year or program and has posted attendance for the second payment period</td>
</tr>
<tr>
<td>State and Institutional Grants</td>
<td>Varies: Dependent on individual state requirements</td>
<td>Varies: Dependent on individual state requirements</td>
</tr>
<tr>
<td>Private Loans</td>
<td>Varies: Dependent on individual state requirements</td>
<td>Varies: Dependent on individual state requirements</td>
</tr>
</tbody>
</table>

For additional information on student eligibility for standard, late, and post withdrawal disbursements from the University, please refer to the Disbursements Policy in the Financial Aid Policies appendix.

Federal Financial Aid Credit Balance Policy
The Federal Financial Aid Credit Balance Policy addresses federal financial aid credit balances and how the University handles those credit balances when they occur on a student's account. Whenever the University credits federal financial aid funds to a student's account and those funds exceed the student's allowable charges, a federal financial aid credit balance occurs. The University will pay the excess federal financial aid funds directly to the student or parent as soon as possible, but no later than 14 days after the balance occurred on the student's account unless an Authorization to Hold Funds form is on file. For more information, please review the Federal Financial Aid Credit Balance Policy in the Financial Aid Policies appendix.

Cancellation of Federal Financial Aid
The student (or parent in the case of a Parent PLUS Loan) must inform the University if all or a portion of federal financial aid funds are to be canceled. Once the loan is disbursed, the University sends the student/parent a Right to Cancel letter, which includes the time given to respond should the student and/or parent borrower wish to cancel their loan request(s). This notification is
mailed after the loan disbursement has been credited to the student’s account. Borrowers who wish to cancel all or a portion of their loan must inform the University within 30 days from the date the University sends the disbursement notification. Any requests received after the 30 days but prior to 110 days will be honored as a partial cancellation based on Title IV funds that are currently unapplied. The University notifies the student/parent in writing of the outcome of his or her request regardless of when the cancellation request is received.

State Funds
A payment period is defined according to individual state requirements. The payment period determines when funds are disbursed and the exact amount to be disbursed.

Federal Financial Aid Counseling

Federal Direct Loan Entrance Counseling
The University ensures loan entrance counseling is conducted using an online counseling module for students borrowing Federal Subsidized/Unsubsidized Loans or PLUS Loans for the first time. A link to the iGrad entrance counseling module is displayed within the University financial aid website. Entrance counseling generally includes the following:
- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower’s rights and responsibilities
- Information on the National Student Loan Data System (NSLDS), http://www nslds ed gov/nsls SA/
- Information on possible loss of eligibility for additional Direct Subsidized Loans
- Information on how a borrower’s maximum eligibility period, remaining eligibility period and subsidized usage period are determined
- The potential for a borrower becoming responsible for all accruing interest on Direct Subsidized Loans during in-school periods, grace periods and periods of authorized deferment
- Impact of borrower responsibility for accruing interest on the borrower’s total debt
- Other terms and conditions

The goal of entrance counseling is to help the borrower understand what it means to borrow federal student loans.

Federal Direct Loan Exit Counseling
The University notifies students to complete loan exit counseling online at the U.S. Department of Education website (https://studentloansgov/myDirectLoan/indexaction) within 30 days of completion of a program, withdrawal from the University or when a student ceases to be enrolled at least half-time. Exit counseling generally includes the following:
- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower’s rights and responsibilities
- Information on the National Student Loan Data System (NSLDS), http://www nslds ed gov/nsls SA/
- Information on possible loss of eligibility for additional Direct Subsidized Loans
- Information on how a borrower’s maximum eligibility period, remaining eligibility period and subsidized usage period are determined
- The potential for a borrower becoming responsible for all accruing interest on Direct Subsidized Loans during in-school periods, grace periods and periods of authorized deferment
- Impact of borrower responsibility for accruing interest on the borrower’s total debt
- Other terms and conditions

Federal Teacher Education Assistance for College and Higher Education Grant Counseling
The University ensures initial and subsequent Teacher Education Assistance for College and Higher Education (TEACH) Grant counseling is conducted online at http://www nslds ed gov/nsls SA/

Within 30 days of learning a TEACH Grant recipient is no longer in attendance, a letter is sent to the recipient advising him or her of the exit counseling requirement. This letter includes an attachment that can be found at https://teach ats ed gov/ats/images/gen/teachExitCounselingGuidepdf

Federal Loan Repayment

Prior Federal Student Loan Deferments (Postponing Payments)
A student who is registered and attending classes at the University can postpone making payments on federal student loans from previous colleges by requesting a deferment from the loan holder or servicer. Return all deferment forms to a Finance Advisor, who forwards the forms to the Registrar’s Office for processing. The loan holder or servicer makes the final determination to grant a deferment request.

Students receiving federal student loans may also obtain deferments for several reasons including serving in the Peace Corps, under the Domestic Volunteer Service Act and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

Receiving a deferment is not automatic; therefore, the student or parent(s) must apply for it. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s). Detailed information regarding deferments may be viewed at https://studentaid ed gov/sa/repay loans/deferment forbearance

Loan Payment Calculator
Loan payment calculators may be used by students or potential students to calculate monthly payments under the different student loan repayment plans available. The Repayment Estimator at https://studentloansgov/myDirectLoan/mobile/repayment/repaymentEstimatoraction allows students to estimate their pay-
With the standard plan, a fixed payment amount is due each month until loans are paid in full. Monthly repayments will be at least $50, and have up to 10 years to repay.

**Graduated Repayment Detail** - 120 months starting at a payment of $80 and a final monthly payment amount of $299. Total interest paid would be $5,832, for a total of $17,832.

**Extended Repayment** - Only available for loan amounts greater than $30,000.

Payment amounts under the Pay As You Earn, Income-Based and Income-Contingent repayment plans will be available in the Repayment Estimator after you enter tax filing status, adjusted gross income, family size and state of residence.

**Federal Student Loan Consolidation**

A Direct Loan consolidation allows a borrower to combine multiple federal student loans into one, which results in one bill, and one lender. It can also lower monthly payments by giving borrowers up to 30 years to repay their loans; however, by increasing the length of the repayment period, you will also make more payments, and pay more in interest. Most federal student loans, including the following, are eligible for consolidation:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Stafford Loans
- Direct PLUS Loans
- PLUS Loans from the Federal Family Education Loan (FFEL) Program
- Supplemental Loans for Students (SLS)
- Federal Perkins Loans
- Federal Nursing Loans
- Health Education Assistance Loans
- Some existing consolidation loans

When considering consolidation, it is important to consider the pros and cons. Consolidation could give borrowers access to alternative repayment plans, which they did not have before, and enable them to switch from a variable interest rate loan to a fixed interest rate. Consolidation may also cause borrowers to lose benefits offered with the original loans such as interest rate discounts, principal rebates, or some loan cancellation benefits, which can significantly reduce the cost of repaying loans.


**Federal Student Loan Forgiveness, Cancellation and Discharge**

In certain situations, borrowers can have their federal student loans forgiven, canceled or discharged. Below is a list of the type of forgiveness, cancellation and discharges available:

- Total and Permanent Disability Discharge
- Death Discharge
- Discharge in Bankruptcy (in rare cases)
- Closed School Discharge
- False Certification of Student Eligibility or Unauthorized Payment Discharge
- Unpaid Refund Discharge
- Teacher Loan Forgiveness
- Public Service Loan Forgiveness
- Perkins Loan Cancellation and Discharge (includes Teacher Cancellation)

Detailed information on these options is available at [http://studentaid.ed.gov/repay-loans/forgiveness-cancellation](http://studentaid.ed.gov/repay-loans/forgiveness-cancellation)

**Military Benefits**

**Veterans Educational Benefits**

Students who are entitled to Federal VA education benefits must make initial contact with a campus veterans affairs certifying official. A formal application for admission to the University should be completed before applying for Federal VA education benefits. Applications for veteran education benefits should be sent to a local campus-certifying official or their financial advisor for submission to the U.S. Department of Veterans Affairs (DVA).

Each University of Phoenix program segregated by instructional modality (classroom-based or distance education) requires separate State Approving Agency (SAA) approval for the training of veterans or eligible persons. A student should contact a local campus for information on current approvals. Students who intend to use Federal VA educational benefits for a specific program at an institution should confirm the program is eligible for Federal VA funding on the WEAMS Institution Search website. Federal VA education benefit eligibility and payment rates vary depending on each individual’s military history and the educational program being pursued. Only the DVA can determine eligibility. For information, a student should contact a DVA representative at 888.GI.BILL.1 (888.442.4551) or review [http://www.gibill.va.gov](http://www.gibill.va.gov)

If the DVA determines that the student is not eligible for Federal VA education benefits or determines that the student’s Certificate of Eligibility is for less than 100%, the student is responsible for paying any difference between the eligibility determination and the tuition and fees charged by the University.

Students needing to withdraw from the University should provide official notification of their intent to withdraw. Withdrawing may impact Federal VA education benefits for the current course as well as the availability of Federal VA educational benefits in future courses. Please contact your Academic Advisor to discuss the impact of withdrawing from a course.

Directed study courses have Defense Activity for Non-Traditional Education Support (DSST-DANTES) approval for tuition reimbursement. For more information on this program, a student should contact the Educational Service Officer on the military base. University of Phoenix does not participate in the DVA education advanced payment program.

Credit for Prior Education and Training
Credit for prior education or training must be evaluated and reported to the U.S. Department of Veterans Affairs (DVA) prior to the start of week 25 of enrollment. The DVA may not always pay Federal VA education benefits after week 24 if the DVA records indicate the student has a large amount of transfer credits. Please ensure all prior education transcripts and Joint Services Transcripts (JST) (Army, Navy, Marine), Coast Guard Institute transcripts, or DD-295 and DD-214 forms are submitted for evaluation in a timely manner. The student is responsible for ensuring all transcripts are submitted to the University. Academic credits earned for courses appearing on an official transcript from a regionally accredited or candidate-for-accreditation college or university will be evaluated according to University policies, and accepted subject to the approval of the University Office of Admissions and Evaluation. Transfer credits based on a different unit of credit than the one prescribed by University of Phoenix are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the University Office of Admissions and Evaluation or Prior Learning Assessment Center are final. Any preliminary reviews by campus personnel are unofficial, not binding and subject to change.

Military Tuition Assistance
To obtain federal military tuition assistance, visit your education or Navy College Office to receive college counseling and develop an education plan. From that point, a student can submit a military tuition assistance request; for more information, visit http://www.phoenix.edu/colleges_divisions/military/military-financial-options/tuition-assistance.html. A student can currently receive 100% of federal tuition assistance from military service, with a $250 cap per semester hour, and a $4,500 annual limit. If a student wants to apply for military tuition assistance, that student will need to submit a completed authorization form to a Military Advisor at least two weeks before a course start date.

DVA Tuition Assistance Top-Up Benefit
Top-Up allows VA to pay the difference between what Tuition Assistance (TA) pays and the cost of the course. The law prohibits active duty students from receiving regular Chapter 30 benefits and TA for the same course; however, VA students, to include National Guard and Reserve service members who earned Chapter 30 benefits while on Active duty, in receipt of TA may receive the Chapter 30 Top-up benefit. Detailed information about Tuition Assistance Top-up and about applying for Top-up is available on the GI Bill® website http://www.benefits.va.gov/gibill/tuition_assistance.asp.

Readmission of Servicemembers
Any student whose absence from the University is necessitated by reason of service in the uniformed services is entitled to readmission if the following criteria are met:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives verbal or written notice to the University’s Military Division verifying that the student’s absence from the University was necessitated by service in the uniformed services.
- The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services does not exceed five years.

Note: A student who submits an application for readmission to the University must provide documentation to establish that the student has not exceeded the specified service limitations and that the student’s eligibility for readmission has not been terminated. In the absence of any of the following events, the student is still within the acceptable service limitations include the student’s deployment paperwork or a letter from the commanding officer that includes the student’s dates of service.

Exception: The University may not delay or attempt to avoid readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.
- The student submits verbal or written notification of intent to re-enroll.

Note: If the student’s last date of attendance with the University is more than 365 days in the past, the student must complete an updated admissions application and Enrollment Agreement in accordance with the University re-entry policy. The Military Division should then submit these completed documents along with the servicemember’s readmission form. The student may remain in the original program/version without appeal, provided the cumulative length of absence does not exceed five years and that the program has not been expired.

A student’s eligibility for readmission under this section by reason of such student’s service in the armed services terminates upon the occurrence of any of the following events:

- A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge, or
- A dismissal of such person permitted under section 1161(a) of Title 10, USC, or
- A dropping of such person from the roles pursuant to section 1161(b) of Title 10, USC.

Note: If the student does not submit a notification of intent to re-enroll within the time limits, the student is subject to the University-established leave of absence policy and general practices. In addition to the above definition of affected servicemember, the Military Deployment Policies and Procedures will also apply to residents of the state of Iowa who meet the following criteria:

- A student who is an Iowa resident and is a member of the Iowa National Guard or reserve force of the United States who has been ordered to National Guard duty under state authority without such unit being federalized or ordered to Federal active duty, and
- to a student who is an Iowa resident and is the spouse of a member of an Iowa National Guard or reserve force of the United States who has been ordered to National Guard duty under state authority without such unit being federalized or ordered to Federal active duty, provided the member of the Iowa National Guard or reserve force of the United States has a dependent child.
Re-entry Policy for Servicemembers Opportunity Colleges (SOC)

Students out for a period of more than one year, with current, active or prior military experience in the Army, Coast Guard, Marine Corps and Navy are covered under the Servicemembers Opportunity Colleges (SOC) guidelines, and therefore will be permitted to continue in their original program/version of study. These students are required to complete all degree requirements within the graduation deadline period. Students are granted five (5) years to complete an associate degree and seven (7) years to complete an undergraduate degree from the first date of positive attendance with the University. If the student is unable to complete his or her degree requirements within the deadline, the University is not obligated to uphold the agreement of the SOC Degree Network.

Note: A student with a SOC agreement who changes program, major or concentration is required to update to the most current program/version offered in his or her state or jurisdiction. A new SOC agreement will be created for the student when the student is admitted to the new program/version, and the student will be given a new five (5) year (associate) or seven (7) year (undergraduate) timeframe in which to complete the degree.

Student Financial Responsibilities, Policies and Options

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Student Financial Responsibilities

The student is responsible to ensure all tuition and electronic course materials fees are paid whether in attendance or not. The student is responsible for knowing the account balance. Student account information is available on the student website. When the student is considered administratively, officially or unofficially withdrawn from his or her program, the University may cancel any federal financial aid in process. The student may receive a refund for or may owe payment to the University depending upon the student's account balance.

Changing Finance Plans

The student can change a finance plan if in compliance with the current finance plan. To change a finance plan, the student must contact a Finance Advisor and complete all necessary documents. All changes must be approved by University of Phoenix to become effective.

Meeting Financial Plan Obligations

Students who primarily attend a physical University of Phoenix campus are subject to finance approval by their primary campus prior to enrolling in a course. Tuition and all applicable fees for each course must be paid according to the terms and conditions outlined in the primary financial option selected on the Student Financial Agreement form. Students who do not comply with the primary financial option term will not be allowed to attend classes. Students are required to be in compliance with University financial policies before grades and transcripts will be issued or the degree awarded.

A student may be administratively withdrawn for failure to make payment in a timely manner, preventing the student from attending future class sessions, until the amount owed is paid in full or satisfactory payment arrangements are made. All costs of collection, court costs and reasonable attorneys' fees will be added to delinquent accounts collected through third parties. University of Phoenix may obtain a current credit report as needed to support decisions to defer tuition payment or to assist in the collection of amounts owed.

Electronic Course Materials and Books Fees

Electronic course materials and books for each course must be paid at the time they are ordered or in accordance with a student's stated payment option. Electronic course materials fees are nonrefundable, unless prohibited by law. A student who drops a course will be granted access to the electronic course materials for that course without additional charge if the course is retaken within 180 days of the course's original start date.

State Tax

Various states require universities to collect a tax on tuition, fees, digital goods or access to digital information. The University will collect the appropriate tax on tuition, fees and electronic course materials fees charged to the student in these states. Contact a Finance Advisor for the current list of states requiring tax be collected.

Financial Policies

Multiple-Tuition Discount Policy

For instances in which a student may qualify for multiple tuition discounts, the discount that provides the greatest benefit to the student will be applied to the tuition amount.

General Refund Policy

A tuition refund may be granted to those who qualify, based on the state refund policy. A complete list of state refund policies is located in the Academic Catalog and the Consumer Information Guide. All other fees are nonrefundable, unless prohibited by law.

Payment Policies

Payments are accepted on the student website (https://ecampus.phoenix.edu/portal/portal/public/login.aspx) by check, credit card or debit card. Finance Advisors can also process credit card or debit card payments. The student can mail a check, certified check or money order payment to the following address:

University of Phoenix
P.O. Box 29887
Phoenix, AZ 85038-9887

If a credit card or a debit card is provided with a completed Authorization to Charge form, tuition and electronic course materials fees will be charged to that card. Automatic payments are set prior to each course upon request.

The University is not responsible for fees or penalties incurred as a result of payment with a debit card or other restrictive payment cards. The student should contact his or her financial institution for account balances, daily transaction limits and other restrictions.

Returned Check Fees

Returned checks will result in an additional processing fee of $25, unless prohibited by law.

Late Payment Fees

Payments must be made in accordance to the selected finance plan. If tuition payment is not received within the terms and conditions of the selected finance plan, fees up to $25 will be assessed to the student account, unless otherwise restricted by law. Late fees are due immediately upon invoice.

Notice

The University may report information about student accounts to credit bureaus. Late payments, missed payments or other defaults on student accounts may be reflected in a credit report.

If payment for tuition and electronic course materials fees is not received in accordance with the Student Finance Agreement, the student may be withdrawn from the program and official tran-
scripts withheld.

Financial Options

Understanding and choosing the right finance plan is critical to the successful completion of the student's selected program. University of Phoenix offers a number of finance plan options to assist the student in managing financial obligations. The student can utilize one or more of the plans listed below, depending on personal circumstances. For more detailed information regarding actual tuition fees for programs and locations, visit the tuition and fees calculator web page at http://www.phoenix.edu/tuition_and_financial_options/tuition_and_fees.html or contact a Finance Advisor with any questions regarding financial options and scholarships.

Cash Plan

The Cash Plan requires all tuition and electronic course materials fees to be paid in full prior to the start of each course. For more information, please visit http://www.phoenix.edu/tuition_and_financial_options/cash-plan.html

Federal Financial Aid Plan

The Federal Financial Aid Plan is available to students receiving federal grants, federal loans or both to pay for tuition in an eligible degree or a certificate program. To learn more, please visit http://www.phoenix.edu/tuition_and_financial_options/federal_financial_aid.html

Military or Government Billing Plan

Under the Military or Government Billing Plan, University of Phoenix directly bills the military or other government agency for a student's tuition. For more information, please visit http://www.phoenix.edu/colleges_divisions/military/military-financial-options.html

Third-Party Billing Plan

Under the Third-Party Billing Plan, University of Phoenix directly bills an approved employer for a student's tuition. To learn more, please visit http://www.phoenix.edu/tuition_and_financial_options/financialOptions/third_party_billing.html

Tuition Deferral Plan

The Tuition Deferral Plan is available for students whose employers offer to repay some or all of their employees' tuition. The plan is also available to students receiving benefits from the U.S. Department of Veterans Affairs or U.S. Department of Defense. For more information, please visit http://www.phoenix.edu/tuition_and_financial_options/financial_options/tuition-deferral-plan.html

Tribal Funding

Several American Indian tribal nations provide funding for the tuition of a student who is a recognized member. For more information, please contact tribalrelations2@phoenix.edu

Withdrawing from the University

Circumstances may necessitate withdrawal from the University. A student who received, or is eligible to receive federal financial aid funds provided certain criteria are met, and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations.

Official Withdrawals

There are two ways a student can provide official notification of the intent to withdraw from the University to be considered an official withdrawal:

2. Notify the designated campus offices of Enrollment Services, Academic Services and Financial Services.

Withdrawal Date

The withdrawal date for an official withdrawal is the last date of academic attendance or attendance of an academically related activity determined from University attendance records. This date is always earlier than or equal to the date the student notifies the University of his/her withdrawal.

Date of Determination

The date of determination (DOD) for students who officially withdraw from the University is the latter of the student’s withdrawal date or the date of notification. The University will return the amount of federal financial aid for which it is responsible no later than 45 days after the date the University determines the student has withdrawn. (See Return of Title IV Policy for additional information.)

Rescission of Official Withdrawal

Students who rescind their intent to withdraw must provide an electronic or written statement to the University stating their intent to participate in academically related activities (ARAs) and complete the payment period. Students may rescind the intent to withdraw by completing the Official Withdrawal Rescind request via the University eCampus website. Rescissions may be requested up until the time a Return of Title IV (R2T4) calculation has been completed. The student may also submit an electronic or written statement to the University stating his/her intent to return to the University, remain in academic attendance and continue to participate in ARAs through the end of the payment period.

If the student subsequently withdraws after rescinding the intent to withdraw, the withdrawal date is the last date of academic attendance or ARA determined from University attendance records. The DOD for students who rescind their intent to withdraw and subsequently withdraw from the University, without official notification, is no greater than 15 days after the student’s official last date of academic attendance or attendance at an ARA.

Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break.
Unofficial Withdrawals
Students who do not provide official notification to the University of their intent to withdraw are considered unofficial withdrawals (UWs) after 14 days of consecutive nonattendance in an ARA.

Exceptions
The University allows the following exceptions when counting the 14 days of consecutive nonattendance in an ARA:
- IX Grades - If a student is granted an extension of the course he or she is currently attending and the intent is to complete the course, the days in the extension period will not count toward the 14 days of consecutive nonattendance in an ARA. During this time, a student in an extension period will remain in active status. An extension of the course is indicated by the issuance of an IX (In Progress Extension) grade.
- Institutionally Scheduled Breaks - Students on institutionally scheduled breaks will not have the days of the break count toward the 14 days of consecutive nonattendance at an academically related activity. The following are different types of institutionally scheduled breaks at the University:
  - Holidays
  - Inclement Weather
  - Administrative

Withdrawal Date
The withdrawal date for students who cease attendance at the University, including a student who does not return from an approved leave of absence, is the last date of academic attendance or attendance in an ARA determined from University attendance records. For a student with an approved leave of absence, the University will review the student record on or after the original approved return date. The University review determines if the student reentered as scheduled, or did not reenter as scheduled and must be withdrawn for the purposes of the Return of Title IV (R2T4) calculation and deferment processing.

Date of Determination
The DOD for students who unofficially withdraw from the University is no greater than 15 days after the official last date of attendance; or when a student fails to return from an approved leave of absence. Students granted an extension (IX grades) have the period of the extension excluded when counting the 14 days of consecutive nonattendance. For example, if the student was out of attendance (OOA) for 5 days prior to the extension, once the extension is completed the days continue to count from day 6 until the next academically related activity (ARA) posts. If the student does not post an ARA, then at 14 days (excluding the extension period) the DOD will populate. The University will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the University determines the student has withdrawn (See Return of Title IV Policy).

Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break.

Administrative Withdrawals
Students who are withdrawn from the University for failure to meet admission, academic, candidacy, financial or code of conduct policies are considered administrative withdrawals (AWs).

Withdrawal Date
The withdrawal date for students who are AW is the last date of academic attendance or attendance in an ARA that occurred prior to the decision to administratively withdraw the student.

Date of Determination
The DOD for students who are AW from the University is the date the University determines the withdrawal. The University will return the amount of federal financial aid for which it is responsible no later than 45 days after the date of the administrative withdrawal. (See Return of Title IV Policy)

Note: Please refer to the following section for discussion on academic related activities that occur during an institutionally scheduled break.

Academic Related Activities That Occur During an Institutionally Scheduled Break
The University does not recognize any ARA that occurs during an institutionally scheduled break as attendance for federal financial aid purposes only.

Withdrawal Date
If a student posts an ARA during an institutionally scheduled break, the University will look for the most recent ARA that occurred prior to the start of the institutionally scheduled break. This date will be used as the withdrawal date for Title IV purposes.

Date of Determination
The DOD for students who post academic related activities during an institutionally scheduled break will be no greater than 15 days after the end date of the institutionally scheduled break.

Return of Title IV Policy
The Return of Title IV Policy addresses federal financial aid recipients who withdraw from the University and are subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The University is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s). For more information on the Return of Title IV, refer to the Return of Title IV policy in the Financial Aid Policies appendix.

Tuition Refund Policy

Institutional
The following provisions pertain to all refund policies applied by the University unless specifically stated otherwise. When a student begins a program under Registered (R) status, pending the completion of the student admission file, and is subsequently denied admission, the student is eligible for a full tuition refund. The University does not refund tuition for any completed course. A tuition refund can be requested in writing from a local campus.

Students who withdraw from a course prior to the start date will receive a 100% refund for that course. Students who have completed 60% or less of the course are eligible for a pro-rata refund. The pro-rata refund percentage will be calculated by dividing the number of weeks remaining by the total number of weeks in the course.*
Here are a few examples of common course lengths:

<table>
<thead>
<tr>
<th>Weeks Attended</th>
<th>Refund for 5-Week Course</th>
<th>Refund for 6-Week Course</th>
<th>Refund for 7-Week Course</th>
<th>Refund for 9-Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>80% Refund</td>
<td>83% Refund</td>
<td>86% Refund</td>
<td>89% Refund</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>60% Refund</td>
<td>67% Refund</td>
<td>71% Refund</td>
<td>78% Refund</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>40% Refund</td>
<td>50% Refund</td>
<td>57% Refund</td>
<td>67% Refund</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>43% Refund</td>
<td>56% Refund</td>
</tr>
<tr>
<td>5 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>44% Refund</td>
<td>No Refund</td>
</tr>
<tr>
<td>6 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

*Attendance for doctoral residency is submitted after the student has attended and completed all days in the residency.*

**State**

If a student attends a class in one of these states, the specific state refund policy will be applied in addition to the University Institutional Refund Policy. In the event that there is a conflict in the policies, the state policy will supersede the general University policy, unless the University policy is better for the student’s situation. These policies are outlined below.

**Arizona**

Students have the right to a full refund of all monies paid, including application and materials fees, if they withdraw within three business days after signing the Enrollment Agreement. Otherwise, students in Arizona will have tuition refunded using the University Institutional Refund Policy.

**California**

Students in the state of California will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.
- To cancel enrollment, the student must submit a written request postmarked on or before the applicable time period to the campus director of finance at the appropriate address listed below:
  - Refund administrative address for students attending any of the five California campuses (Southern California, San Diego, Bay Area, Central Valley and Sacramento Valley):
    University of Phoenix
    3090 Bristol St.
    Costa Mesa, CA 92626-3099
  - Refund administrative address for California residents attending Online:
    University of Phoenix
    4035 S. Riverpoint Pkwy.
    Phoenix, AZ 85040

**Florida**

Students in the state of Florida will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students have the right to a full refund of all monies paid, including application and materials fees, if they withdraw within three business days after signing the Enrollment Agreement.
- The University will retain $45 of the application fee for students who withdraw from the University prior to the start of their program and after the three-day cancellation period.
- Refunds will be paid within 30 days of a student’s official withdrawal.

**Georgia**

Students in Georgia will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.
- To cancel enrollment, the student must submit a written request postmarked on or before the applicable time period to the campus director of finance at the appropriate address listed below:
  - Refund administrative address:
    University of Phoenix
    3090 Bristol St.
    Costa Mesa, CA 92626-3099
  - Refund administrative address for California residents attending Online:
    University of Phoenix
    4035 S. Riverpoint Pkwy.
    Phoenix, AZ 85040

**Indiana**

Indiana has established refund policies that differ from the University Institutional Refund Policy. If a student attends a class in Indiana, the state’s refund policy will be applied. The University must make the proper refund no later than 31 days after the request for cancellation or withdrawal.

A student is entitled to a full refund if one or more of the following criteria are met:

- The student cancels the Enrollment Agreement within six business days after signing.
- The student does not meet the University minimum admission requirements.
- The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the University.

If the student has not visited the University prior to enrollment...
and, upon touring the University or attending the regularly scheduled orientation or classes, the student withdrew from the program within three days, he or she will not have a financial obligation.

A student withdrawing from an instructional program after starting the instructional program at the University and attending one week or less is entitled to a refund of 90% of the cost of the financial obligation, less an application or enrollment fee of 10% of the total tuition, not to exceed $100.

A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application or enrollment fee of 10% of the total tuition, not to exceed $100.

A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application or enrollment fee of 10% of the total tuition, not to exceed $100.

A student withdrawing from an instructional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.

Indiana Refund Policy Chart

<table>
<thead>
<tr>
<th>Weeks Attended</th>
<th>Refund for 5-Week Course</th>
<th>Refund for 6-Week Course</th>
<th>Refund for 9-Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>90% Refund</td>
<td>90% Refund</td>
<td>90% Refund</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>50% Refund</td>
<td>50% Refund</td>
<td>75% Refund</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>40% Refund</td>
<td>50% Refund</td>
<td>50% Refund</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>50% Refund</td>
</tr>
<tr>
<td>5 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>40% Refund</td>
</tr>
<tr>
<td>6 Weeks</td>
<td>No Refund</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Missouri

Students in Missouri will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students have the right to a full refund of all monies paid if they withdraw within three business days after signing the Enrollment Agreement.
- To cancel enrollment, a student must notify the local campus in writing on or before the three-day period. After the three-day period, all fees, including applications fees, assessment fees and book fees, are nonrefundable.
- A tuition refund must be requested in writing to the student’s local campus.

Kentucky

Students in the state of Kentucky will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- A student who cancels enrollment any time before the start of the first class session will receive a full refund of all monies paid.
- The University may retain 10% of the tuition agreed upon in the Enrollment Agreement or $100, whichever is less, for students who fail to attend in the enrollment period for which advanced payment was made.
- Refunds will be paid within 30 days of a student’s official withdrawal.
- A student who is out of attendance for more than 30 days is considered withdrawn.

Louisiana

Students in the state of Louisiana will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students who cancel enrollment any time before the start of the first class session will receive a full refund of all monies paid, except the application fee, which is nonrefundable.
- Refunds will be paid within 30 days of a student’s official withdrawal.
- The University may retain an administrative fee, not to exceed 15% of total tuition and fees paid.

Minnesota

Students in the state of Minnesota will have tuition refunded using the University Institutional Refund Policy with the following exception:

- Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy.
- To calculate the minimum refund due to the State Grant Program, the SELF Loan Program and other aid programs (with the exception of the state Work Study Program), the Higher Education Services Office Refund Calculation Worksheet of the Minnesota State Grant manual is used.

Nevada

Students in the state of Nevada will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

- Students who cancel enrollment any time before the start of the first class session will receive a full refund of all monies paid.
- The University may retain 10% of the tuition agreed upon in the Enrollment Agreement or $150, whichever is less, for students who fail to attend in the enrollment period for which advanced payment was made.
- Refunds will be paid to the person that paid the tuition within 15 calendar days after one of the following, whichever is applicable:
  - The date of cancellation by a student of his or her enrollment
  - Termination by the University of the enrollment of the student
  - The last day of an authorized leave of absence, if a student fails to return after the period of authorized absence
  - The last day of attendance of a student
• For purposes of this refund calculation, the period of attendance must be measured from the first day of instruction, as set forth in the Enrollment Agreement, through the last day of actual attendance, regardless of absences. In addition, tuition must be calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment listed separately from tuition and fees. Books, educational supplies or equipment for individual use are not included in the policy for refund, and a separate refund will be paid by the University to the student if those items were not used by the student.

• If the University cancels or discontinues a course or educational program stated in the Enrollment Agreement, the University will refund all monies paid for that course or program.

New Mexico

Students have the right to a full refund of all monies paid, including application and materials fees, if they withdraw within three business days after signing an Enrollment Agreement. To withdraw, a student must provide written notice to the University or appear personally at the University.

• If a student withdraws following the expiration of the three-day cancellation period, but prior to the first class, the University may retain up to $200.

• Following the beginning of the first class, refunds will be provided according to the University Institutional Refund Policy.

• Refunds must be made within 30 calendar days of the University’s receipt of written notice of withdrawal or the University’s termination of the student’s enrollment, whichever is earlier.

Ohio

Students in the state of Ohio will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

• Students have the right to a full refund of all monies paid if they withdraw within five calendar days of signing the Enrollment Agreement.

• A student who withdraws before the first class and after the five-day cancellation period is obligated for the registration fee.

• To cancel enrollment, a student must notify the local campus in writing on or before the five-day cancellation period after signing the Enrollment Agreement.

• Refunds will be paid no later than 30 days after cancellation.

Oregon

Students in the state of Oregon will have tuition refunded using the University Institutional Refund Policy except all fees, including application fees, assessment fees, student service fees and book fees, are nonrefundable.

South Carolina

Students in the state of South Carolina will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

• Students have a right to a full refund of all monies paid, including application and materials fees, if they withdraw within 72 hours, excluding weekends and legal holidays, after signing the Enrollment Agreement.

• A full refund of all monies will be made to any applicant not accepted by the University.

• After the 72-hour cancellation period, the University may retain up to $100 if the student does not attend a course.

• The University may retain an administrative fee up to $100.

• Refunds will be paid within 40 days of a student’s official withdrawal.

Wisconsin

Students in the state of Wisconsin will have tuition refunded using the University Institutional Refund Policy with the following exceptions:

• Students have the right to cancel enrollment until midnight of the third business day after receipt of notice of acceptance and are entitled to a full refund of any tuition paid.

• Refunds will be paid within 30 days of a student’s official withdrawal.

• If the University cancels or discontinues a course or educational program stated in the Enrollment Agreement, the University will refund all monies paid for that course or program.

Online

The refund policy of the state where online students reside will be used to calculate their refund amount. The refund policy of the state where local campus students attend class will be used to calculate their refund amount.

Consumer Policies and Codes of Conduct

University of Phoenix Family Educational Rights and Privacy Act

University student records are confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Generally, information pertaining to a student record is not to be released to a third party without written or authorized electronic consent via a FERPA release form, judicial order or lawfully issued subpoena.

The University is required to provide students a copy of its FERPA policy annually and upon written request from students. Current students can obtain a copy of the FERPA policy in the appropriate online Academic Catalog at https://www.phoenix.edu/programs/degree-programs/academic-catalog.html

Under FERPA, a student is defined as an individual who is or has attended an educational institution. Students with at least one academically related activity (or one positive attendance “Y” posted, whichever happens sooner) in a university course are considered students at University of Phoenix.

Note: University Orientation Workshops are not considered university courses.

Access to Education Records

University student records are confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to students’ records shall not be released to a third party without written or authorized electronic consent, via a FERPA Release form, judicial order or a lawfully issued subpoena.

Education records are defined as all records, files, documents and materials that contain information directly related to a student, and maintained by an educational institution.

The following are not interpreted as education records:

• Personal records maintained by an individual; must be kept in the sole possession of the individual and are not accessible to others
Records of the law enforcement unit of an educational institution
• Personnel records; records related to a person as an employee not used for any other purpose
• Medical records
  Exception: The Student Health Insurance Plan Enrollment/Acknowledgment form completed by local campus students in New Jersey and Massachusetts is defined as an education record.
• Records created after the student is no longer a student; alumni records

Releasable Information - Directory
In compliance with FERPA, a University-designated representative without prior written or authorized electronic consent of the student can release the following educational record information, provided the student does not have a FERPA Hold Request form on record.
• Student name
• Home address
• Email address
• Home telephone number
• Year of birth
• Dates of attendance at the University
• Dates of admission to the University
• University programs of study
• University degree completion dates and type of degrees earned
• Current enrollment status
• Most recent previous institutions attended and degree(s) earned
• Grade level (freshman, sophomore, junior or senior)
• Photographs
• Honors and awards received
• Participation in officially recognized activities
  Exception: If a student submits written or authorized electronic requests via a FERPA Hold Request form that directory information not be released to a third party, no information can be released, absent a judicial order or a lawfully issued subpoena. A FERPA Hold Request is valid throughout the student’s enrollment.
To add a FERPA Hold Request, the student must complete and submit a FERPA Hold Request form to the Registrar’s Office.
For a student to remove a FERPA Hold from their record, the student will need to fill out a FERPA Hold Release form.
For a student to remove previously authorized parties from his or her record, the student would complete a FERPA Release Rescind form listing any/all parties to which that information should no longer be released.

Information Not Released - Non-Directory
Information that must not be released:
In compliance with FERPA, the following student information shall not be released by the University without prior written or authorized electronic consent of the student, a judicial order or a lawfully issued subpoena. The student’s signature on the written requests shall be verified before acting upon the request.
• Place of birth*
• Month and day of birth*
• Social Security number (SSN), individual record number (IRN) or personal identification number (PIN)**
• Grades or grade point averages
• Course schedules

Employment information including: employer, position held, work address or work telephone number
• Academic performance information, such as academic suspension, probation disqualification or academic dishonesty charges
• Admission information, including test scores or entry grade point averages
• Financial and accounting information
• Gender*
• Race*
• Ethnicity*
• Citizenship*
• Country of origin*

Note: Non-directory information can only be released to third parties via telephone or in person if the student has provided written or authorized electronic consent including a security word. If the student does not complete the release information, including security word, information is not released via telephone or in person.

Note: All third parties, including parents, with inquiries require a FERPA Release form on file unless the third party meets one of the definitions under FERPA allowing access without prior written or authorized electronic consent from the student.

* Although this information may be disclosed without prior written consent according to FERPA, the University policy is to maintain the confidentiality of this student information.
** Student IRN, SSN or PIN numbers generally should not be released to a third party, unless necessary to perform a required task (e.g., Student Financial Agreement, FBI request, etc.).

Exceptions: The University may release personally identifiable information (PII), directory and non-directory information without the student’s consent under the following conditions:
• School officials with legitimate educational interests, which include any University employee acting within the scope of her or his University employment, and any duly appointed agent or representative of the University acting within the scope of his or her appointment
• Person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials.
• Other schools to which a student seeks or intends to enroll
• Specified officials for audit and evaluation purposes
• Appropriate parties in connection with financial aid to a student (The disclosure is in connection with financial aid for which the student has applied or received, if the information is necessary for such purposes as to determine the following: eligibility for aid, amount of aid, conditions for aid and/or enforcement of terms and conditions of the aid.)
• Organizations conducting studies for, or on behalf of, the school
• Accrediting organizations
• Authorized representatives of the Comptroller General of the United States, Secretary of Education, or state and local educational authorities
• To comply with a judicial order or lawfully issued subpoena
• Appropriate officials in cases of health and safety emergencies
• State and local authorities, pursuant to state law
• To appropriate officials to comply with federal law (e.g., the USA Patriot Act, Solomon Amendment, SEVIS program)
• Under the Campus Sex Crime Prevention Act, institutions are permitted to disclose information concerning registered sex offenders who are required to register under the Violent Crime Control & Law Enforcement Act.

54
The institution may disclose the results of a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and he or she has been found to have violated the institution’s policies and procedures with respect to the allegation. Disclosures may only be made if the institution determines the student did violate its policies and such disclosures must only include the name of the student, violation committed and any sanction imposed by the institution against the student.

The institution must, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions.

If a student initiates legal action against an educational institution, the institution may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the institution to defend itself.

The disclosure is to parents of a dependent student as defined in Section 152 of the Internal Revenue Code or to parents of students under the age of 21 when laws or university policies regarding alcohol or drugs are violated.

A school official is defined as:

- A person employed by the University in an administrative, supervisory, academic, research or support staff position.
- A person employed by or under contract to the University to perform a task.
- A person serving on an institutional governing body or committee.

A school official has a legitimate educational interest if:

- Performing a task specified in his or her job description or contract.
- Performing a task related to a student’s education.
- Providing a service or benefit related to a student or a student’s family.
- Representing a school in which a student seeks to enroll.
- Determining financial aid eligibility, amount of aid, conditions for aid, or to enforce the terms of conditions of the aid.
- Disclosing information to federal and state authorities auditing compliance of federal or state support programs.
- Disclosing information in connection with financial aid, to determine financial aid eligibility, amount of aid, conditions for the aid, or to enforce the terms of conditions of the aid.
- Disclosing information to state and local officials to whom this information is specifically allowed to be disclosed pursuant to state laws if the allowed disclosure concerns the juvenile justice system and the system’s ability to effectively serve the student whose records are released.
- Performing studies on behalf of educational institutions.
- Disclosing information to accrediting organizations carrying out their function.
- Complying with a judicial order or lawfully issued subpoena provided notification to the student is made before complying with the subpoena.

The University can disclose personally identifiable information (PII), directory and non-directory, without student consent if the disclosure meets one of the following conditions:

- This disclosure is to other school officials, whom the University determines have legitimate educational interests.
- The disclosure is to officials of other schools where the student seeks or intends to enroll.
- The disclosure is, subject to requirements of 34 CFR 99.35, to authorized representatives of the Comptroller General of the United States, Secretary, or state and local educational authorities.
- The disclosure is in connection with financial aid for which the student has applied or received, if the information is necessary for such purposes as to determine the following:
  - Eligibility for aid
  - Amount of aid
  - Conditions for aid
  - Enforce terms and conditions of the aid
- Financial aid means a payment of funds (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual’s attendance at an educational agency or institution [authority: 20 U.S.C.1232g (6)(1)(l)].
- Students requesting demographic or PII on other University of Phoenix students for research purposes must contact the appropriate director of operations and Academic Affairs after it has been approved through the University’s Human Subjects Committee and/or Committee on Research as appropriate.
- The University shall retain a record of disclosure of student information disclosed to a third party. This information will be stored on the University computer system and will contain dates, names and reasons for release. Students shall have reasonable access to their educational records, may request to review their educational records and may challenge the contents of their educational records if they feel the contents to be inaccurate, misleading or otherwise in violation of their privacy or other rights.

Student Right to Access

Students wishing to review their educational records shall submit a written request to the Registrar specifying the records to be reviewed. Only records covered by FERPA will be made available. If necessary, the Registrar’s Office will work with a campus designee so that the student can review the record.

FERPA regulations require the University to comply with the students’ right to inspect and review their academic records by responding within 45 days from the time the University receives a written request to access their records. However, the Office of Admissions & Records will respond to students’ requests to review their records within 14 days from receipt of the request. Students should submit their request to the University Registrar and specify the record or records they wish to have a copy of or to inspect. Students who wish to review their records at a campus location must present photo identification before access to educational records is allowed. For copies of records from a student’s file, the student must fill out and submit the Student Request for Information from Files form. Distance education students must submit a written request specifically outlining which record they would like to review.

A designated University official must be present when a student wishes to review his or her records at a campus location. This includes documents on file or student history notes that do not reference other student information. Printed files requested by the student and mailed from the Registrar’s Office will not include his-
University of Phoenix, 2016-2017

Students alleging that their University records are inaccurate or misleading, or who allege violations of FERPA, may present their challenges to the University Registrar.

Students have the right to correct record-keeping errors, but not to seek to overturn administration decisions and assessments. The Registrar shall review students' challenges and, when appropriate, amend students' records accordingly. Students will be notified within 14 days of the Registrar's actions and, based on the action, may request a formal hearing.

A student must submit a request for amendment in writing to the Registrar identifying the specific portion of his or her record he or she wants changed and why he or she believes it's inaccurate or in violation of his or her privacy. The Registrar will respond to the request within 14 days.

If the University denies the request to change the record, the Registrar will notify the student within 14 days of the decision and advise the student of his or her right to challenge the information. A student's request for a formal hearing must be made in writing and submitted to the Office of Admissions & Records. The Registrar will arrange for a hearing, and notify the student within 14 days from the receipt of the request of the date, place and time of the hearing. Students may present relevant evidence and may be assisted or represented at the hearings by one or more persons of their choice, including an attorney, at the student's expense.

The University shall be represented by a hearing panel appointed by the Registrar. The panel will be comprised of individuals that do not have a direct interest in the outcome of the hearing. The panel shall consider all relevant evidence supporting students' allegations of inaccurate or misleading information in students' records. Decisions of the panel will be final.

The University will provide a written decision within 14 days of the hearing based on evidence presented at the hearing, and will include a summary of evidence presented and the rationale for the decision. If the University decides that the challenged information is not misleading, inaccurate or in violation of the student's privacy rights, it will notify the student within 14 days of his or her right to place in the record a statement commenting on the challenged information or a statement of reasons for disagreeing with the decision.

The statement will be maintained as a part of the student's record as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the statement.

The University reserves the right to deny transcripts or copies of record as that student had previously satisfied his or her financial obligation for that program.

If a student believes he or she qualifies for one of the aforementioned policies or exceptions but is unable to order a transcript on the University student website, the student should contact the Admissions and Records Service Center at 800.866.3919 for assistance.

Students have the right to file a complaint with the FERPA. Inquiries should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920

For a period of 25 years following the death of a student, education records of deceased students may only be released to the executor of the estate (written authorization required) or immediate family members (notarized affidavit required) as defined by: spouse or legally recognized domestic partner, parents, children (over the age of 18) and siblings. Beyond this time, requests for these records may be released to anyone after review and approval from the Registrar's Office.

The University is required to provide students a copy of its FERPA policy annually and upon written request from the student.

**Solomon Act**

University of Phoenix complies with the Solomon Act, which provides certain information to military recruiters. Information that may be released includes the following:

- Student name
- Home address
- Telephone listing
- Age (date of birth)
- Level of education
- Academic major

If available, the following information will also be provided:
Gainful Employment Disclosures

Disclosures regarding University programs related to gainful employment are provided on the program home page for each eligible program. Each program home page is linked to gainful employment information specific to that program. For more information about gainful employment disclosures, visit http://www.phoenix.edu/programs/gainful-employment.html

Student Loan Code of Conduct

The University of Phoenix encourages students to review the Student Loan Code of Conduct at http://www.phoenix.edu/loan_code_of_conduct.html creates and maintains uniform student loan practices that focus on the best interest of student borrowers. It also manages relationships between school employees, learning institutions, lender advisory board members and student loan organizations.

The University of Phoenix follows federal regulations that govern student loan requirements. The Student Loan Code of Conduct at http://www.phoenix.edu/loan_code_of_conduct.html creates and maintains uniform student loan practices that focus on the best interest of student borrowers. It also manages relationships between school employees, learning institutions, lender advisory board members and student loan organizations.

Consumer Privacy Policy

Summarized below are key elements of the University Privacy Policy. The full version of the policy is available at http://www.phoenix.edu/copyright-legal/privacy_policy.html

Scope of Privacy Policy

This policy applies to website visitors, current and potential students, alumni and any other user of services offered through our Sites including any websites or mobile applications operated by or on their behalf. This policy applies to both online and offline collection, storage, processing and transfer of personal information. However, certain Sites or services may be subject to additional privacy policies or privacy disclosures relating to the services provided on the Site(s) (collectively “Additional Policies”).

Information Collected

We collect various types of information through our Sites and other websites where you can express interest in our services, through our mobile applications, over Live Chat, over the phone and in person where print materials and digital technology may be used to collect information from you. Some information is collected automatically through various web and Internet technologies, including Social Networking tools used by your University to foster communication and collaboration among members of our community. Other information is collected when you provide it in response to an advertisement, a survey or a request for information; apply for admission or financial aid; register for classes; order educational or other products and services; set up a social network or other site profile; or use one of our career resources, learning assessments, or other interactive tools. We may also obtain information from other sources and combine that with information we collect about you.

Information Uses

We will not sell, rent or lease your personal information to others except as provided in this policy. We may collect, use and disclose personal information for the following purposes:

- To determine your admissibility and to register you for your selected educational programs
- To contact you regarding your status with the University
- To provide requested products and services
- To respond to your inquiries and provide customer support
- To administer promotions in which you have indicated an interest
- For our internal marketing purposes, which includes, but is not limited to, sending you material about products, services, updates, etc. that we think may be of interest to you
- For fostering communication and collaboration among members of your University community through social networks
- For sharing with our Educational Partners who may contact you with respect to their educational or other services
- For sharing with our Educational Partners or Business Associates who are performing services on our behalf
- To analyze how Sites and services are being accessed and used
- For investigation of information security and information asset protection-related incidents
- To test, correct and improve our content, applications and services
- To develop new applications, products and services
- For Online Behavioral Advertising purposes
- To improve student retention, site and service performance, user experience and delivery
- To prevent potentially illegal activities (including illegal downloading of copyrighted materials in accordance with our Copyright Infringement Policy)
- To investigate suspicious information that denotes illegal activity such as financial aid fraud
- To analyze academic and learning outcomes and preferences
- For external academic research and scholarship
- To analyze risk and business results
- To obtain payment for services that we provide to you
- To provide you with information concerning arrangements and other options for the repayment of funds loaned to you for your education
- To maintain business records for reasonable periods
- To enforce our Terms of Use, http://www.phoenix.edu/copyright-legal/terms_and_conditions.html
- To provide to Educational Partners, Business Associates or Unrelated Entities in connection with the contemplated or actual reorganization, merger, acquisition, financing, securitization, insuring, sale or other disposal of all or part of our business or assets, including for the purposes of determining whether to proceed with such transaction or fulfilling any records or other reporting requirements to such parties. In the event of any actual reorganization, merger or acquisition, such information may be transferred as part of the transaction to the acquirer.
- And/or as may be required or permitted by legal, regulatory, industry self-regulatory, insurance, audit or security requirements applicable to Apollo Education Group, Inc., our Educational Partners or our Business Associates.

Your Rights and Choices
Marketing Communications
If you do not wish to receive marketing email communications or direct mail communications from us, you may express your choice or services. For more information on your ability to opt out, email Office.Compliance@phoenix.edu
If you do not wish to receive text messages, reply STOP to cancel your information to protect against the loss, misuse and alteration. We will take commercially reasonable measures to secure and store your personal information in other situations subject to applicable contractual, academic, legal or technical restrictions and reasonable notice. Note that if you opt out of certain uses of your personal information, we may no longer be able to provide certain products or services. For more information on your ability to opt out, email Office.Compliance@phoenix.edu
Other Collection, Use and Disclosure
You may be able to opt out of our collection, use and disclosure of your personal information in other situations subject to applicable contractual, academic, legal or technical restrictions and reasonable notice. Note that if you opt out of certain uses of your personal information, we may no longer be able to provide certain products or services. For more information on your ability to opt out, email Office.Compliance@phoenix.edu
Other Important Information
We take commercially reasonable measures to secure and store your information to protect against the loss, misuse and alteration of the information under our control. We utilize industry-standard security measures when accepting your credit card information during your registration or other transaction you have initiated with us, as well as whenever we ask you to log in to any of our sites.
If you become a student, your educational records are subject to the U.S. federal Family Education Rights and Privacy Act (FERPA), state laws and your University policies. To obtain a copy of the “Students’ Rights to Privacy and Access to Educational Records” policy, visit http://www.phoenix.edu/about_us/regulatory/consumer-information.html
You may also contact us via one of the below methods:
Mail: University of Phoenix
Attn: Registrar’s Office
4025 S Riverpoint Parkway
Mail Stop: CF-L201
Phoenix, AZ 85004
Admissions and Records Service Center: 800.866.3919
University of Phoenix may update this policy or revise it from time to time. If you are concerned about how your personal information is used or disclosed, you should contact the University as described above or review the web page at http://www.phoenix.edu/copyright-legal/privacy_policy.html
How to Contact Us or Access Your Information
If you want access to or wish to update any of your personal information or have any questions about our privacy practices, contact the University Office of Compliance at Office.Compliance@phoenix.edu or University of Phoenix
Attn: Office of Compliance
1625 S. Fountainhead Pkwy.
Mail Stop: CF-5903
Phoenix, AZ 85040
State Authorization and Contact Information for Filing Complaints
University of Phoenix is regulated by a large number of state regulatory bodies across the country for filing complaints in the state that a student resides. If a student chooses to file a complaint, he or she can submit an internal complaint to the University’s Office of Dispute Management or file an external complaint with the designated state regulatory agency. For Online students who reside in Arizona, Georgia, Washington or Wisconsin, students can file a complaint with their own state regulatory agency.
State Authorization Reciprocity Agreement (SARA)
University of Phoenix is regulated by a large number of state regulatory bodies across the country for filing complaints in the state that a student resides. If a student chooses to file a complaint, he or she can submit an internal complaint to the University’s Office of Dispute Management or file an external complaint with the designated state regulatory agency. For Online students who reside in Alabama, Arizona, Arkansas, Georgia, Kentucky, Maryland, Minnesota, Missouri, New Mexico, Tennessee, Washington or Wisconsin, students can file a complaint with their own state regulatory agency.
All other Online students should file external complaints with the Arizona State Board for Private Postsecondary Education. The following is a list of the contact information for those regulatory bodies:
Alabama: The student may contact the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130; telephone 334.242.2959.
Arizona: The student may contact the Arizona State Board for Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007; telephone 602.542.2399.
Arkansas: The student may contact the Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201-3818; telephone 501.371.2065.
California: The student may contact the California Bureau for Private Postsecondary Education, C/O Department of Consumer Affairs, PO Box 980818, W. Sacramento, CA 95798-0818; telephone 916.431.6959, 888.370.7589.
Colorado: The student may contact the Department of Higher Education, Commission on Higher Education, 1300 Broadway Road, Second Floor, Denver, CO 80203; telephone 303.866.2723, 303.866.4209.
Delaware: The student may contact the Delaware Department of Education, The Townsend Building, 401 Federal St, Suite 2, Dover, DE 19901-3639; telephone 302.735.4000.

Florida: The student may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; telephone 850.245.3220.

Georgia: The student may contact the Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084; telephone 770.414.3306.

Hawaii: The student may contact the Hawaii Post-Secondary Education Authorization Program, P.O. Box 541, Honolulu, HI 96809; telephone 808.586.7327.

Idaho: The student may contact the Idaho State Board of Education, P.O. Box 83720, Boise, ID 83720-0037; telephone 208.332.1587.


Indiana: The student may contact the Indiana Commission for Higher Education, Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204; telephone 317.464.4400.

Iowa: The student may contact the Iowa College Student Aid Commission, 430 E. Grand Avenue, FL 3, Des Moines, IA 50309-1920; telephone 515.725.3400.

Kansas: The student may contact the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; telephone 785.296.4936, 785.296.4917.

Kentucky: The student may contact the Kentucky Council on Post-secondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601-8204; telephone 502.573.1555.

Louisiana: The student may contact the State of Louisiana Board of Regents, P.O. Box 3677, Baton Rouge, LA 70821; telephone 225.342.4253.

Maryland: The student may contact the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD 21201; telephone 800.974.0203.

Massachusetts: The student may contact the Massachusetts Board of Higher Education, One Ashburnham Place, Room 1401, Boston, MA 02108-1696; telephone 617.394.6950.

Michigan: The student may contact the Michigan Department of Education, P.O. Box 30008 (or) 608 W. Allegan, Lansing, MI 48909; telephone 517.373.9235.


Mississippi: The student may contact the Mississippi Commission on College Accreditation, 3825 Ridgewood Road, Jackson, MS 39211; telephone 601.432.6372.

Missouri: The student may contact the State of Missouri Coordinating Board for Higher Education, 205 Jefferson Street, Jefferson City, MO 65101; telephone 573.751.2361.

Nebraska: The student may contact the Nebraska Coordinating Commission for Postsecondary Education, P.O. Box 99005, Lincoln, NE 68509-5005; telephone 402.471.0020, 402.471.2847.

Nevada: The student may contact the Nevada Commission on Postsecondary Education, 8778 S. Maryland Parkway, Suite 115, Las Vegas, NV 89123; telephone 702.486.7330.

New Jersey: The student may contact the New Jersey Secretary of Higher Education, 20 W. State Street, PO Box 542, Trenton, NJ 08625-0542; telephone 609.292.4310, 609.984.2709.

New Mexico: The student may contact the New Mexico Higher Education Department, 2948 Galisteo Street, Santa Fe, NM 87505-2100; telephone 505.476.8400.

North Carolina: The student may contact the Board of Governors of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688; telephone 919.962.4558.

Ohio: The student may contact the Ohio Board of Regents, 25 South Front Street, Columbus, OH 43215; telephone 614.466.6000.

Oklahoma: The student may contact the Oklahoma State Regents for Higher Education, 655 Research Parkway, Suite 200, Oklahoma City, OK 73104-3603; telephone 405.225.100, 405.225.9142.

Oregon: The student may contact the Oregon Office of Degree Authorization, 1500 Valley River Dr, Suite 100, Eugene, OR 97401; telephone 541.687.7478.

Pennsylvania: The student may contact the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333; telephone 717.783.6785.

Puerto Rico: The student may contact the Consejo de Educacion de Puerto Rico/Puerto Rico Education Council, PO Box 19900, San Juan, Puerto Rico 00910-1900; telephone 787.724.7100 ext. 2022 or ext. 2016.

South Carolina: The student may contact the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201; telephone 803.737.2260.

Tennessee: The student may contact the Tennessee Higher Education Commission, Parkway Towers, Suite 1700, 404 James Robertson Pkwy, Nashville, TN 37243-0830; telephone 615.741.3605.

Texas: The student may contact the Texas Higher Education Coordinating Board, P.O. Box 12788, Capitol Station, Austin, TX 78711; telephone 512.427.6520.

Utah: The student may contact the Utah Division of Consumer Protection, 160 East 300 East, 2nd Floor, Salt Lake City, UT 84111; telephone 801.530.6601, or toll-free in Utah 800.721.SAFE.

Virginia: The student may contact the Commonwealth of Virginia Council of Higher Education, James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219; telephone 804.225.2600.

Washington: The student may contact the Washington Student Achievement Council, PO Box 43430, Olympia, WA 98504-5300; telephone 360.753.7865, 360.753.7866.


Wisconsin: The student may contact the Wisconsin Educational Approval Board, 201 West Washington Avenue, 3rd Floor, Madison, WI 53703; telephone 608.266.1996, 608.266.1996.

Wyoming: The student may contact the Wyoming Department of Education, Hathaway Blvd., 2 Floor, 2300 Capitol Avenue, Cheyenne, WY 82002-0050; telephone 307.777.5712.

Copyright Infringement and Peer-to-Peer File Sharing Policy

The student may contact the Higher Education Department, 2948 Galisteo Street, Santa Fe, NM 87505-2100; telephone 505.476.8400.

Copyright Law and Infringement

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), which protects an owner’s right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works. Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
• Perform the work publicly by means of a digital audio transmission in the case of sound recordings

17 U.S.C. § 501(a) states, “Anyone who violates any of the exclusive rights of the copy-right owner is an infringer of the copyright or right of the author.” Generally, under the law, one who engages in any of these activities without obtaining the copyright owner’s permission may be liable for infringement. Specific information on copyright law and fair use may be found at the following sites: The U.S. Copyright Office: http://www.copyright.gov

The Electronic Frontier Foundation fair use frequently asked questions: http://w2.eff.org/IP/eff_fair_use_faq.php

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing compatible P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing you are doing so. As a user of the University network, recognizing the legal requirements of the files that you may be sharing with others is important.

You should be careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Violations and Penalties Under Federal Law

In addition to University sanctions under its policies as more fully described below, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For willful infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

University Methods to Effectively Combat Unauthorized Distribution of Copyrighted Material and Student Sanctions

A student’s conduct in the University classrooms and websites is subject to and must fully conform to the University Student Code of Conduct policy, its Acceptable Computer Use for Faculty and Students policy and any other applicable University policies. The University may monitor traffic or bandwidth on the networks utilizing information technology programs designed to detect and identify indicators of illegal P2P file-sharing activity. In addition to, or as an alternative, the University may employ other technical means to reduce or block illegal file sharing and other impermissible activities.

The University will also provide for vigorous enforcement and remediation activities for those students identified through the University Digital Millennium Copyright Act policy as potential violators or infringers of copyright.

Disciplinary sanctions will be based on the seriousness of the situation and may include remediation based on a comprehensive system of graduated responses designed to curb illegal file sharing and copyright offenses through limiting and denial of network access or other appropriate means. These sanctions may be in conjunction with additional sanctions through the University Student Code of Conduct, its Acceptable Computer Use for Faculty and Students policy and any other University policy applicable to the particular situation.

Students who are subject to professional codes of conduct that apply to their enrollment at the University shall be sanctioned according to the requirements of the respective code.

Education and Awareness

The University uses a variety of means to inform students, faculty and other network users about copyright laws and the response to copyright infringement claims by the University. The University informs its campus community through the Consumer Information Guide and other periodic communications that unauthorized distribution of copyrighted material, including unauthorized P2P file sharing, may subject students and faculty to civil and criminal liabilities and their possible extent. The Consumer Information Guide, http://www.phoenix.edu/about_us/regulatory/consumer-information.html, is available on the University website, is provided to potential students and employees, and is sent by email on a yearly basis to current students, faculty and employees.

Legal Sources for Online Music and Videos

The legal sources for online music and videos are reviewed annually by the University’s Sr. Director of Governance, Risk and Compliance. The following links are online sources that provide information on legal access to copyrighted music and videos:

EDUCAUSE is an association of colleges and universities, which maintains a list of legal media sources: http://www.educause.edu/legalcontent

The Recording Industry Association of America (RIAA) provides a list of legal music sources: http://www.riaa.com/toolsforparents.php?content_selector=legal-music-services
Digital Millennium Copyright Act Policy (DMCA)

The University computer networks, including its online library and classroom environment, are critical assets. Accordingly, University of Phoenix respects the rights of the copyright owners and expects its faculty, staff, students and other network users to comply with U.S. copyright laws. Federal law prohibits the reproduction, distribution, public display or performance of copyrighted materials over the Internet without permission of the copyright owner, except in compliance with fair use or other copyright applicable statutory exceptions. Please refer to the University’s Copyright Infringement and Peer-to-Peer File Sharing Policy for more information.

University of Phoenix may terminate the network accounts or access to users who have repeatedly infringed on the copyrights of others. In addition to sanctions that may be applicable under the University Student Code of Conduct, the Acceptable Computer Use for Federal and Student, or other policies. The University of Phoenix, in compliance with the federal Digital Millennium Copyright Act (DMCA), has established a mandated process for receiving and tracking alleged incidents of copyright infringement.

The University has designated an agent who will investigate notices of alleged copyright infringement and take appropriate actions. Such actions may include terminating repeat infringers’ accounts under the DMCA.

Copyright infringement notices must be given in writing, preferably by email, or by U.S. mail to the agent listed below:

University of Phoenix
Attn: Copyright Agent
Subject: Copyright Compliance
4025 S. Riverpoint Pkwy.
Mail Stop: CF-K612
Phoenix, AZ 85040
Email: CopyrightAgent@apollo.edu

If a valid DMCA notification is received, the University will respond under the ‘Process for Filing Notice of Alleged Infringement’ by taking down the infringing content found on our networks. Upon taking down content under the DMCA, the University will take reasonable steps to contact the owner of the removed content so that a counter notification may be filed. Upon receiving a valid counter notification, the University will generally restore the content in question, unless the University receives notice from the notification provider that a legal action has been filed seeking a court order to restrain the alleged infringer from engaging in the infringing activity.

The DMCA provides that you may be liable for damages including costs and attorneys’ fees if you falsely claim that someone is infringing on your copyright. Alternatively, an individual can also be liable for damages including attorneys’ fees if you materially misrepresent that an activity is infringing on the copyright of another. Therefore, the University recommends contacting an attorney if you are unsure whether a work is protected by copyright laws.

Pursuant to the DMCA, unless the University receives notice that legal action to seek a court order restraining the alleged infringer from further engaging in the infringing activity has been filed, upon receiving a valid counter notification, the University will:

- Provide the person who filed the original notification with a copy of the counter notice.
- Inform him or her that the material will be reinstated or access to it restored between 10 and 14 business days following receipt of the counter notice.

Process for Filing Notice of Alleged Infringement

Below is the process for filing a notification under the DMCA when an individual believes their work has been infringed upon. Notice must be given in writing to the designated agent as specified above and contain the following information:

- Identify in sufficient detail the copyrighted work that you believe has been infringed upon; for example, describe the work that you own.
- Identify the material that you claim is infringing on your copyright as set forth in number one and provide detailed information that is reasonably sufficient to locate the infringing item; for example, provide the link to the infringing material.
- Provide sufficient contact information: phone number, address and email address.
- If possible, provide information that allows the University to notify the alleged infringing party of notice of the alleged infringement.
- The following statement must be included in your notice: “I have a good faith belief that the use of the copyrighted materials described above and contained on the service is not authorized by the copyright owner, its agent or by protection of law.”
- The following statement must be included in your notice: “I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.”
- The notice must be signed.

Process for Filing Counter Notification of Alleged Infringement

The person or provider of the alleged infringing material may present a counter notification pursuant to the DMCA. Upon proper counter notification, the University may reinstate the removed content. Notice must be given in writing to the designated copyright agent as specified above and contain the following information:

- Identify the material that has been removed. This may include providing the location or the URL when possible.
- Provide your name, address, telephone number and email address if available.
- Provide a statement that you consent to the jurisdiction of the federal court in which you reside, or for any address outside the United States or any judicial district, in which the service provider may be found, and that you will accept service of process from the person who provided notification to the University of the alleged infringement or an agent of such person.
- Provide the following statement: “I swear, under penalty of perjury, that I have a good faith belief that the material identified above was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled.”
- The notice must be signed.

Vaccinations and Immunizations

Information regarding program admissions requirements, including immunization requirements for designated states, is located at http://www.phoenix.edu/admissions/admission_requirements.html
Register to Vote

The University of Phoenix makes the effort to educate students regarding the importance of exercising their right to vote and makes Voter Registration information available at the campuses. The National Mail Voter Registration Form can also be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For more information about registering to vote, contact your state election office at http://www.eac.gov/voter_resources/contact_your_state.aspx

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at http://www.eac.gov/voter_resources/register_to_vote.aspx

Campus Safety Policies

The University Campus Safety Policies at http://cdn.assets-phoenix.net/content/dam/altcloud/doc/about_uopx/Campus-Safety-Policies.pdf have been prepared to increase University of Phoenix community’s awareness of current programs that exist to protect its members’ safety and well-being and to satisfy the requirements of the Safe and Drug Free Schools and Communities Act and Clery Act. The information included relates to the following:

- Alcohol and other drug abuse prevention, health risks and counseling services
- Annual crime statistics
- Available counseling and assistance resources
- Crime prevention measures
- Reporting criminal activities
- Emergency mass notification
- Information related to campus safety programs
- Penalties and sanctions regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol
- Legal effects of alcohol and other drug use
- Prohibited use or distribution of alcohol and other drugs
- Safety and awareness
- Sex offender registry
- Sexual violence policy and prevention

The information is intended to provide a useful description of University of Phoenix campus safety policies; however, it is not intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize, for each of its campus locations, crime statistics from the most recent calendar year and two preceding calendar years. Visit http://www.phoenix.edu/about_us/campus-safety/campus-safety-policies.html to access a PDF file of University of Phoenix Campus Safety Policies.

Campus Crime Statistics

The Campus Crime Statistics are available in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice and FBI, as modified by the Hate Crime Statistics Act. The data is compiled in conjunction with University of Phoenix Campus Safety Policies and includes all crimes reported to the police or a University of Phoenix campus security authority over the previous three years that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. If a crime has occurred but has not been reported, it cannot be reflected in the following statistics. For this reason, University of Phoenix encourages everyone to report all crimes to their designated campus security authority and local law enforcement agency.

Specific campus location statistics are available electronically in the Annual Security Report at http://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf or by requesting a printed copy from your local campus security authority. (Contact information can be viewed at http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html)

University of Phoenix expressly reserves the right to modify or to adopt additional campus policies and procedures relating to campus safety, at any time without notice.

Statement of Policy on Sex Offender Registration

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also mandates that sex offenders who are already required to register in a state provide notice of each institution of higher education in that state at which the offender is employed or is a student. This notice should be directed to the campus security authority at their campus.

To learn the identity of registered sex offenders on or near a campus, or anywhere in the United States, visit the Sex Offender databases at http://www.sexoffender.com and http://nsopw.gov/.

You can search by city, county or ZIP code. This information is collected by other agencies, and this institution cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Clery Act and for campus safety purposes only. It should not be used to intimidate, threaten or harass. Misuse of this information may result in prosecution.

Emergency Mass Notification Policy

Apollo Education Group (Apollo) and University of Phoenix (UOPX) have established an emergency mass notification process that includes emergency escalation processes, mass notifications and supporting systems. These processes enable Apollo and UOPX to contact or send notices, alerts or warnings without delay to employees, faculty and students in the event of an emergency, dangerous or otherwise high-risk situation at a UOPX site.

Apollo and UOPX maintain emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services. An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the University community at a UOPX site or that significantly disrupts programs and activities.

The Emergency Mass Notification Policy applies to all employees,
faculty and students of UOPX in the event of an emergency, dangerous or otherwise high-risk situation at a UOPX site. The policy can be viewed in its entirety in the Campus Safety Policies at http://cdn.assets-phoenix.net/content/dam/altcloud/doc/about_uopx/Campus-Safety-Policies.pdf or by requesting a printed copy from your local campus.

**Campus Security Authority Contact List**

University of Phoenix campus security authorities assist in the safety of the University community by serving as contacts for University security issues. A current list of security contacts can be viewed at http://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html

**Alcohol and Other Drug Abuse Prevention**

Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees. University of Phoenix abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization.

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of the University’s academic community. Any member of the University community found consuming or selling alcohol and other drugs on University property, including attending class or meeting with campus personnel, is subject to disciplinary action up to and including dismissal from the University, depending on the seriousness of the situation. All alcohol and other drug abuse policies, prevention and referrals can be viewed in the Campus Safety Policies document at http://www.phoenix.edu/about_us/campus-safety/campus-safety-polices.html

**Prohibition of Illicit Drug Use, Underage Drinking, and other Violations of Alcohol and other Drug-Related Policies**

The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by University of Phoenix. If an individual is apprehended for violating any alcohol- or other drug-related law while at a University location or activity, the University will fully support and cooperate with federal and state law enforcement agencies. The University enforces a “zero tolerance” policy regarding underage drinking.

Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the University, and the state laws will be enforced.

Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University.

**Federal Financial Aid Penalties for Drug Violations**

According to the Higher Education Act (HEA), students convicted for a drug offense that occurred during a period of enrollment while they were receiving federal financial aid may lose eligibility for federal aid. Federal aid includes Federal Pell and FSEOG Grants, Federal Work Study, Federal Perkins Loans, Federal Stafford Loans, Federal PLUS Loans, Graduate PLUS Loans and other financial assistance.

The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense. If the student answers “yes” to the question, then he or she will be sent a worksheet by the federal processing center in order to determine whether the conviction affects eligibility for aid. Should the financial aid office be notified that a student has been convicted of sale or possession of illegal drugs, financial assistance will be suspended immediately. If a conviction was reversed, set aside or otherwise rendered invalid, it does not count. Convictions occurring during periods of non-enrollment also do not count. In addition, any conviction received as a juvenile does not count, unless the student was tried as an adult.

Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines, imprisonment or both. More information about federal penalties and sanctions is located at http://www.justice.gov/dea/druginfo/ftp3.shtml

**Penalties for Drug Convictions**

If a student is convicted of a drug-related felony or misdemeanor that took place while he or she was receiving federal student aid, the student will become ineligible to receive further during a period of enrollment for which he or she was receiving federal student aid. If the student was convicted of both possessing and selling illegal drugs during a period for which the student was receiving federal student aid, and the periods of ineligibility are different, then the student will be ineligible for the longer period.

**POSSESSION OF ILLEGAL DRUGS**

A FEDERAL OR STATE DRUG CONVICTION CAN DISQUALIFY A STUDENT FOR FEDERAL STUDENT AID (FSA) FUNDS. CONVICTIONS ONLY COUNT AGAINST STUDENT ELIGIBILITY IF THEY WERE FOR AN OFFENSE THAT OCCURRED DURING A PERIOD OF ENROLLMENT FOR WHICH THE STUDENT WAS RECEIVING FSA AND THEY DO NOT COUNT IF THE OFFENSE WAS NOT DURING SUCH A PERIOD, UNLESS THE STUDENT WAS DENIED FEDERAL BENEFITS FOR DRUG TRAFFICKING BY A FEDERAL OR STATE JUDGE. ALSO, A CONVICTION THAT WAS REVERSED, SET ASIDE, OR REMOVED FROM THE STUDENT’S RECORD DOES NOT COUNT NOR DOES ANY CONVICTION RECEIVED AS A JUVENILE COUNT UNLESS THE STUDENT WAS TRIED AS AN ADULT. POSSESSION OF ILLEGAL DRUGS

- First offense: Loss of eligibility for federal financial aid for one year from the date of conviction.
- Second offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Third offense and subsequent offenses: Indefinite ineligibility for federal financial aid from the date of conviction.

**SALE OF ILLEGAL DRUGS**

- First offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Second offense and subsequent offenses: Indefinite ineligibility from the date of conviction.
How to Reduce the Period of Eligibility or Regain Eligibility

The student may shorten the period of ineligibility by:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests;
- Passing two unannounced drug tests administered by an approved drug rehabilitation program; or
- Having the conviction reversed, set aside or otherwise rendered invalid.

The student may regain eligibility the day after the period of ineligibility ends.

Students denied eligibility for an indefinite period can regain it after successfully completing a qualified rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record (in such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility).

Students who regain eligibility during the award year should notify the financial aid office immediately so that they might receive any eligible financial aid which they are entitled to receive. It is the student’s responsibility to certify that a rehabilitation program was successfully completed, as with the conviction question on the FAFSA, the University is not required to confirm the reported information unless conflicting information is determined.

Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state or local government agency or court.
- Be administered or recognized by a federal or state-licensed hospital, health clinic or medical doctor.

Convictions for Offense That Occurred During Enrollment

Federal regulations require an enrolled student convicted of a drug offense after receiving federal financial aid to notify Student Financial Services immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. Student Financial Services will work with the student regarding all of the available options.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the University community found possessing or selling illegal drugs on University property which includes attending class and meeting with campus personnel or in violation of the institution’s alcohol policies while on campus shall be subject to discipline on a case-by-case basis.

Discipline will be based on the seriousness of the situation including:

- A case may result in dismissal from the University.
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.

The University has adopted a zero-tolerance policy regarding alcohol and drug violations.
APPENDIX- FINANCIAL AID POLICIES

Academic Year Definition Policy

Overview
The Academic Year Definition Policy provides the defined academic year for each program (by credential level) offered by the University.

Policy
A student’s academic year begins with the first eligible course of a degree program and ends when the student successfully completes the credits and weeks of instructional time requirements. A week of instructional time is a week (a consecutive seven day period) in which one day of instruction occurs. Instructional time does not include periods of vacation, orientation, or homework.

The University defines its academic years as follows:
• Undergraduate Certificate Programs are a minimum of 24 credits and 40 weeks of instructional time
• Graduate Certificate Programs are a minimum of 24 credits and 48 weeks of instructional time
• Associate Programs (9-week model) are a minimum of 24 credits and 36 weeks of instructional time
• Associate Programs (5-week model) are a minimum of 24 credits and 40 weeks of instructional time
• Bachelor Programs are a minimum of 24 credits and 40 weeks of instructional time
• Masters Programs are a minimum of 24 credits and 48 weeks of instructional time
• Doctoral Programs are a minimum of 24 credits and 48 weeks of instructional time

Overlapping Academic Years
Students who take more than one course at a time or have courses with overlapping instructional weeks may complete the minimum number of credits (24) prior to completing the required weeks of instructional time. In order for a student to complete the academic year, both credits and weeks of instruction must be met. Therefore, students may need to complete additional weeks to successfully complete the academic year definition.

Example:
A student is enrolled in a Bachelor program and has two courses that overlap by one instructional week. The student would be completing 24 credits in 39 weeks; however, the academic year definition is a minimum of 24 credits and 40 weeks. Therefore, the academic year would not be over until the student completes at least one more week of instructional time. In order to do this, the student must complete at least one additional week in the subsequent course.

Overlapping Academic Years
An academic year that begins before a prior academic year has ended is considered an overlapping academic year. This scenario is rare, but most commonly occurs when a student starts with the University after recently attending a different institution or when the student completes a prior program at the University and begins another program. Students in these scenarios need to work with their finance advisor to determine if they have overlapping academic years and if their financial aid eligibility will be impacted. For further information on these specific types of scenarios, please refer to the External Transfer Policy and Advancing Programs Policy.

Advancing Programs Policy

Overview
The Advancing Programs policy documents the University’s treatment and determination of federal financial aid eligibility for students who advance programs (a.k.a. finish one program and begin another program) at the University.

Policy
If the student begins a new program at the University prior to the expiration of the prior program’s end of program (EOP) academic year, the University will award all federal financial aid to complete the remainder of the prior program’s EOP academic year.

Advancing Programs
A student who graduates from one program at the University and begins another program at the University is a student who is advancing programs. Federal financial aid awards for students who advance programs will be based on whether or not the student has begun a new academic year or has an overlapping academic year with the prior program.

New Academic Year
A student who graduates from one program at the University and begins another program after the expiration of the prior program’s EOP academic year is a student who is advancing programs with a new academic year.

For these scenarios, the University will award the student all federal financial aid based on a full academic year as defined by the new program of study. (Refer to the Federal Pell Grant/IASG Policy, Direct Loan Policy, and Campus Based Policy for further information on awarding and the Academic Year Definition Policy for further information on defined academic years)

Overlapping Academic Years
A student who graduates from one program at the University and begins another program prior to the expiration of the prior program’s EOP academic year is a student who is advancing programs with overlapping academic years. If an overlapping academic year exists, the student is required to complete the academic year in terms of both instructional weeks and credits in the prior program. For these scenarios, federal financial aid awards are determined as follows:

Federal Pell Grant Award
A student cannot receive more than his or her scheduled Federal Pell Grant award for a federal award year. (Refer to the Federal Pell Grant-IASG Policy for further information). When a student has already received a Federal Pell Grant during the same federal award year, the University determines the percentage of the scheduled Federal Pell Grant award that the student has received in order to calculate the student’s remaining eligibility (if any) for a Federal Pell Grant award.

To calculate the student’s remaining eligibility, the University uses the following formula:

\[
Pell\text{ disbursed in prior program} = \frac{\text{Scheduled award in prior program}}{\text{Scheduled award in prior program}} \times 100\%
\]
The University then determines the maximum percentage of the scheduled Federal Pell Grant Award the student may receive in the new program by using the following formula:

\[
\text{Maximum } \% \text{ of Scheduled Pell Award student may receive} = (100\% \text{ of Scheduled Award}) - (\% \text{ of Scheduled Award used})
\]

When calculating the student’s Federal Pell Grant award, the University also ensures the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU). The remaining Federal Pell Grant award amount is not divided equally across the payment periods in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student’s remaining eligibility for each payment period, except that no payment period disbursement can exceed 50% of the scheduled annual award.

**Federal Pell Grant Example:** A student graduates from the AAB program and advances to the BSBA program at the University. It is determined the student’s academic year for the AAB program overlaps with the academic year for the BSBA program.

**Pell Data from the Prior Program at the University**

<table>
<thead>
<tr>
<th>Scheduled Pell award</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell award disbursed</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

The University must now determine the student’s remaining Pell eligibility for the federal award year to determine the amount it may actually award to the student.

**Pell Calculations by the University**

<table>
<thead>
<tr>
<th>Scheduled Pell Award</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Pell award already used in the prior program (Pell award disbursed/scheduled Pell award)</td>
<td>$1,500/$4,000 = 37.5%</td>
</tr>
<tr>
<td>Percentage of remaining Pell eligibility (100% – % used)</td>
<td>100% – 37.5% = 62.5%</td>
</tr>
<tr>
<td>Student’s remaining Federal Pell Award (Scheduled award at University X percentage remaining eligibility)</td>
<td>$4,000 X 62.5% = $2,500</td>
</tr>
</tbody>
</table>

The student’s remaining Federal Pell Grant eligibility is $2,500. Since this amount is more than half of the scheduled Federal Pell Grant award, the award must be disbursed in two payment periods. The student may receive half of the scheduled Federal Pell Grant award in the first payment period as long as the first payment period is half an academic year, and the remainder of the amount in the second payment period. If the first payment period is not at least half an academic year, the Pell is disbursed based on the remaining credits in the academic year.

**Pell Disbursements in the new program at the University**

| First payment period | $2,000 |
| Second payment period | $500 |

The University will award a Direct Loan in the new program for the remainder of the prior program’s EOP academic year as long as the student is enrolled at least half time, i.e. at least six credit hours. (Refer to the Student/Parent Eligibility Policy for further information) The loan period will cover the remaining credits and weeks of the overlapping academic year. The Direct Loan funds will not exceed the remaining balance of the student’s annual loan limit at the loan level associated with the new program.

**Direct Loan Example:** A student graduates from the AAB program and advances to the BSBA program at the University. It is determined the student’s academic year for the AAB program overlaps with the academic year for the BSBA program. In the BSBA program, the student is a third year, independent undergraduate student with a maximum annual Subsidized Loan eligibility of $5,500 and Unsubsidized Loan eligibility of $7,000.

**Direct Loan Data from the Prior Program at the University**

| Subsidized Loan disbursed | $1,688 |
| Unsubsidized Loan disbursed | $2,250 |

The University must now determine the student’s remaining Subsidized and Unsubsidized Loan eligibility for the overlapping academic year in the BSBA program.

**Direct Loan Calculations to Determine Remaining Eligibility for Overlapping AY**

- Remaining Subsidized Loan eligibility for Overlapping AY (Annual Subsidized Loan limit – Subsidized Loan funds already disbursed) = $5,500 - $1,688 = $3,812
- Remaining Unsubsidized Loan Eligibility for Overlapping AY (Annual Unsubsidized Loan limit – Unsubsidized Loan funds already disbursed) = $7,000 - $2,250 = $4,750

These remaining loan fund amounts will be disbursed based on the payment periods in the loan period at the University. (Refer to the Disbursements Policy for additional information)

**Other Federal Aid Awards**

All other federal financial aid, including Federal Supplemental Opportunity Grant (FSEOG) and Federal TEACH Grant follow the same awarding process of finishing out the prior program’s academic year.

**Allowable Charges Policy**

The Allowable Charges Policy defines what allowable charges are at the University.
Policy

Allowable Charges
The University defines allowable charges as charges assessed by the University for the current payment period for the following:
- tuition (including tuition for Directed Study and state sales tax)
- electronic course materials fees and books (only if the University has authorization from the student/parent - Refer to the Federal Financial Aid Credit Balance Policy)
- By using the ED MAP Book Voucher, the student is considered to have authorized the use of federal financial aid funds for books and is not required to provide any additional authorization. If the student chooses not to use the book voucher, the authorization is no longer valid.
- California Student Tuition Recover Fund (CA STRF), if applicable
Except as noted above, authorization is not required to apply federal financial aid funds to any invoiced allowable charges for the payment period.

Future Charges
The University defines estimated future charges for the current payment period as follows:
- Allowable charges that have not been charged to the student's account.
Authorization from the student (or parent for PLUS loan) is required to apply federal financial aid funds to estimated future charges for the payment period. (Refer to the Authorization to Apply Funds Policy for additional information.)

Prior-Year Charges
The University does not use any Direct Loan funds in excess of $200 to pay for prior-year charges. Authorization is not required for the University to use current-year Direct Loan funds to satisfy prior loan period charges of $200 or less for tuition, electronic course material fees and directed study. The University does not apply any other type of federal financial aid funds (e.g. Pell and FSEOG) to prior year charges. (Refer to the Federal Financial Aid Credit Balance Policy for additional information.)

Campus-Based Programs Policy

Overview
The Campus Based Policy defines the University’s selection criteria and packaging philosophy for awarding campus-based funds consistently to all eligible students.

Policy
The University participates in one of the three campus-based programs, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The University will make FSEOG funds reasonably accessible to all eligible students, to the extent of available funds. Furthermore, it will not exclude from consideration any one particular type or category of student.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The following represents selection criteria and procedures for determining which students may be awarded FSEOG funds. These selection procedures are uniformly applied.

First Selection Group
- Undergraduate students who have not earned a bachelor’s or first professional degree
- Students eligible to receive federal Pell Grant funding (based on EFC and credential level) during the same award year in which the campus-based funding will be disbursed
- Students with an EFC** of zero and exceptional need are reviewed for funding under the following formula:

Cost of Attendance
- EFC
- Estimated Financial Assistance (EFA)*
= Exceptional financial need of at least $500

*Refer to the Packaging Policy for additional information.
**The University will use the EFC from the same award year for the Direct loan and campus-based programs

After the University has determined a student’s need, the University determines the student’s eligibility.

The University first awards all funds to students meeting the conditions of the first selection group. When all students in the first selection group are awarded and disbursed FSEOG program funds, the University will determine if students in the second selection group can be awarded.

Second Selection Group
- Undergraduate students who have not yet earned a bachelor’s or first professional degree
- Students eligible to receive federal Pell Grant funding (based on EFC and undergraduate standing) during the same award year in which the campus-based funding will be disbursed
- Students with exceptional financial need (defined as students with the lowest EFCs who are not receiving Pell Grants). This group also includes students who have exceeded their Pell LEU.

Cost of Attendance
- EFC
- Estimated Financial Assistance (EFA)*
= Exceptional financial need of at least $500

*Refer to the Packaging Policy for additional information.

The University keeps documentation of the eligible EFC calculated for the student and confirms Pell Grant eligibility prior to disbursement of the FSEOG. If the FSEOG recipient does not receive Pell Grant funds during the award year, but the documentation shows that the FSEOG award and disbursement were made in good faith, the University is not required to recover the FSEOG funds already disbursed to the student. If the student loses Pell Grant eligibility prior to disbursement of the FSEOG, the University will cancel the FSEOG award.

FSEOG and Pell Lifetime Eligibility Used
If a student receives a Pell Grant for only one payment period of an award year due to reaching the Pell lifetime eligibility (LEU), the student may still receive an FSEOG award for both payment periods in the award year (Refer to the Federal Pell Grant/IASG Policy for further information on Pell LEU). If the student has met or exceeded the Pell LEU, the student does not fall under the first selection group criteria above and is not eligible for any FSEOG awards in the award year. However, if funds remain after the first selection group has been paid; the student may be eligible for FSEOG under the second selection group criteria.

Establishing Categories of Students
The University specifies categories of students to ensure students
in each category have an opportunity to be award-ed FSEOG funds. Categories may be based on class standing, enrollment status, program, date of application, or a combination of factors. The University’s written selection procedures ensure that FSEOG recipients are selected based on the lowest EFC and Pell Grant priority requirements over the entire award year. As students are awarded for the federal award year daily, FSEOG funds are reserved for use throughout the award year (on the basis of the University’s experience from previous periods), and selection practices are applied in a manner that assures a reasonable consistency over the entire award year. Each year the University reviews prior award year data to determine the appropriate award amounts and allocations to ensure reasonable availability of funds throughout the award year.

Annual Award Amounts
The annual award for each student may be up to $500, depending on availability and student eligibility. The mini-mum FSEOG amount is $100. The award amount is disbursed equally in two payment periods within the academic year. However, if the student is an advancing student finishing out a prior academic year (refer to Advancing Programs Policy for further information) or a student who is in a remaining period of study that is not a full academic year where the remainder of the program or academic year is equal to or less than half of an academic year, the FSEOG payment may be made in one disbursement. FSEOG is not prorated for graduating students with less than a full academic year remaining or for programs that are less than a full academic year.

Crossover Periods
Crossover periods are payment, award, or loan periods that overlap two award years. If a student is receiving a Pell Grant during a payment period that occurs in two award years and the student is among those with the lowest EFC, the student satisfies the FSEOG first selection group requirements for the same crossover period regardless of which award year the Pell Grant funds are attributed. A student can also receive FSEOG funds under the first selection group requirements during a crossover payment period, from either award year allocation, as long as the student also receives a Pell Grant in the award year to which the crossover payment period is attributed.

If the second payment period of an academic year starts before July 1 and the University awarded FSEOG using the first award year’s allocation, the University will disburse those funds up until the September Federal Register deadline as long as the student is eligible for those funds. If the second payment period of an academic year starts after July 1, the University awards the second FSEOG disbursement using the subsequent award year’s funds if the student meets the eligibility criteria in the subsequent award year. This includes being eligible to receive federal Pell Grant funding during the same award year in which the campus-based funding is disbursed. However, the University uses the original award year’s Cost of Attendance (COA) and EFC in calculating the student’s financial need and eligibility for aid from the campus-based programs.

Nonfederal Share Requirement for FSEOG
The University meets its nonfederal match of 25% using the aggregate matching method. The University’s resources used to reach the nonfederal match may include institutional scholarships and grants; waivers of tuition or fees; the nonfederal portion of state scholarships and grants; and funds from foundations or other charitable organizations.

The University’s own resources used to fund FSEOG must be disbursed before or at the time the federal dollars are disbursed. However, outside resources can be used to match federal dollars even if the funds are received at a later date, as long as the University has written information about the funds being award to a student. This written information will be kept on file at the University.

FSEOG Carry-Forward and Carry-Back
The University may spend up to 10% of its current award year FSEOG allocation in the following award year. Carry-forward funds are spent before the current year allocation. The University may also spend up to 10% of its current year FSEOG allocation of expenses incurred in the prior award year. Carry-forward and carry-back funds are matched in the award year they are spent. Information for both carry-forward and carry-back transactions are reported on the Fiscal Operations Report and Application to Participate (FISAP).

Recalculating Campus-Based Funds
Any time a student at the University begins attendance in at least one course but does not begin attendance in all courses scheduled, the University checks to see if it is necessary to recalculate the student’s eligibility for campus-based funds. This recalculation is based on the revised enrollment status and cost of attendance. The University does not include any costs associated with classes the student failed to begin in the COA. If the student withdraws from the University, this recalculation is performed prior to the completion of the Return of Title IV Funds calculation. The recalculated amounts of campus-based funds is used in the Return calculation.

Administrative Cost Allowance (ACA)
The amount of ACA the University may claim is determined by its expenditures for the FSEOG program.
- FSEOG disbursements to students - both the 75% federal share and the 25% nonfederal share
- If the University chooses to provide more than a 25% institutional share to FSEOG recipients, it does not include an FSEOG institutional share in excess of 25% in the calculation of the ACA.

ACA is calculated as follows:

5% of the first $2,750,000 of the University’s expenditures to students under FSEOG Program
4% of expenditures to students greater than $2,750,000 but less than $5,500,000 under the FSEOG Program
3% of expenditures to students greater than $5,500,000 under the FSEOG Program

The University may use the ACA to assist in the costs of administering the campus-based and federal Pell Grant programs such as salaries, furniture, supplies, travel and equipment. The ACA may also be used to pay service fees charged by banks for maintaining campus-based programs accounts, and expenses related to student consumer information requirements. If the University were to claim the ACA, it would come from the FSEOG allocation received. However, the University currently does not claim any ACA from the FSEOG program.
Cost of Attendance Policy

Overview

The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student’s amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. The University uses the same COA when awarding Pell and Direct Loans unless the student is a Pell or Iraq Afghanistan Service Grant (IASG) only student. If the student is only receiving Pell or IASG, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for a period of enrollment. The University reviews and, if necessary, updates each COA component annually, referencing the Consumer Expenditure Survey from the Bureau of Labor and Statistics website and reviewing actual institutional data.

Policy

The University’s COA is made up of the following components:

- Tuition
- Books and Supplies (Electronic Course Materials and Books - rEsource Fees)
- rEsource fees encompass course textbooks and electronic materials, the University library, eBook collection, math labs, programming software, the Centers for Math and Writing Excellence, and Phoenix Career Guidance SystemTM
- Living Expense
- Room and Board (housing and food)
- Transportation
- Miscellaneous (personal care expenses)
- Loan Fees

If a student is attending less than half time, the COA is limited to the following components:

- Tuition
- Electronic Course Materials and Books (rEsource Fees)

Tuition

The tuition component for the COA is a per credit average based on credential level and college. The University documents how tuition averages are calculated and makes this information available upon request. Exceptions include professional judgment decisions and elimination of an overaward using a student’s actual tuition costs for the period of enrollment. (Refer to the Professional Judgment and Overaward & Overpayments Policies for further information.) If a student’s period of enrollment is less than a full academic year, costs will be adjusted to match the period of enrollment.

Books and Supplies (Electronic Course Materials and Books)

The books and supplies component is calculated using a standard rEsource fee based on the credential for each en-rolled course, for the period of enrollment.

Living Expense

The living expense component is a per month allowance calculated using data provided in the most recent Consumer Expenditure Survey. The University documents how living expense components are calculated and makes this information available upon request. Students receiving military housing assistance (Basic Allowance for Housing or BAH) will have a reduction in living expenses in the amount of the room allowance (housing).

To determine the total living component for each student’s COA, the University references its academic year definition for each credential level to establish the number of months to be used. (Refer to Academic Year Definition Policy for further information)

- Nine months for associate’s degree-seeking students (9 week course delivery)
- Ten months for associate’s degree-seeking students (5 week course delivery)
- Ten months for bachelor’s degree-seeking students; and
- Twelve months for graduate students.
- Certificate seeking students:
  - College of Education
    - Undergraduate certificate - 8 months
    - Graduate certificate - 12 months
  - College of Health sciences and Nursing
    - Undergrad certificate-10 months
    - Graduate certificate-12 months
  - College of Humanities and Sciences
    - Undergrad certificate-8 months
  - College of Information Systems and Technology
    - Undergrad certificate-8 months
    - Graduate certificate-9 months
  - College of Security and Criminal Justice
    - Undergrad certificate-8 months
    - Graduate certificate-9 months
  - School of Business
    - Undergrad certificate-8 months
    - Graduate certificate-9 months

Programs Less than an Academic Year and Remaining Periods of Study Less than an Academic Year (End of Program)

The COA for programs less than an academic year and the COA for end of programs (EOPs) is based on the credits required to complete the program and the weeks of instructional time, converted to months, needed to complete those credits. The months are rounded up and multiplied by the monthly living expense to determine the living expense component of the student’s COA. The University calculates an average loan fee per month based on the period of enrollment.

Loan Fees

The University calculates an average loan fee per month based on the number of months used to determine the living expense component (see above) is also the number of months used to determine the total loan fee component in the student’s COA. The University documents how the loan fee component is calculated and makes this information available upon request.

Incarcerated Students

The COA for incarcerated students is limited to tuition, course material fees, and books and supplies, if required in the program of study. (Refer to the Student/Parent Eligibility Policy for further information)

Tribal Budget

The University prepares a separate tribal budget for students who receive tribal funding. The tribal budget consists of actual tuition rates for the tuition component and may include a child/dependent care average component obtained from the National Association of Childcare Resource and Referral Agency (NACCRRA). The
University averages each childcare type for weekly and hourly cost for each state. Documentation is available for review, upon request.

**Minnesota Child Care Budget**

For students who are receiving the Minnesota Postsecondary Child Care Grant, the University will add actual child care costs to the cost of attendance before computing financial need. This amount will be captured in the application process.

**Consortium Agreements Policy**

**Overview**

Written arrangements consist of consortium and contractual agreements. The Consortium Agreements policy documents the University’s position on participating in consortium agreements with other institutions for the purpose of receiving or processing federal financial aid funds.

**Policy**

The University may execute on an institutional basis and act as a host institution for students not enrolled at the University. However, the University will not execute on an individual basis nor execute as a home or host institution for students enrolled as degree seeking students at the University.

**Direct Loan Policy**

**Overview**

The Direct Loan Policy addresses the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of a borrower may receive.

**Policy**

**Application Process**

To obtain a Direct Loan (DL), a student must complete and submit a current award year Free Application for Federal Student Aid (FAFSA). Additional forms, such as the University Financial Aid Application, Direct Loan Master Promissory Note (MPN), and/or Direct Loan Entrance Counseling (if first time borrower) may also be needed.

Once completed documents are received, the University determines the student’s eligibility for the DL program and awards accordingly. The University will send out a notification of the proposed loan package via an award letter including the proposed loan type(s) and amount(s). Once the award is made, the University transmits the loan origination and disbursement record to the Department of Education (ED). ED will provide an origination acknowledgement confirming the student has completed an MPN and is eligible for the DL program funds awarded. Prior to the anticipated disbursement date, the student’s eligibility for the DL program funds is reconfirmed and loan funds are drawn-down from ED and disbursed to the student by application to the student account with the University.

**MPN Confirmation**

The University uses the multi-year MPN and practices an active confirmation process for all borrowers borrowing under the Direct Loan Program. The University requires a student to submit a new MPN if any Direct Loan disbursements are made within one year of the original MPN sign date. The University originates the loan(s) based on the student and/or parent’s confirmed loan amount(s) received during the processing of his/her financial aid for each FAFSA award year. Request may be made for an increase or decrease to the loan amount. However, if the amount(s) of Direct and/or Federal Direct PLUS (PLUS) loans requested exceeds the student’s cost of attendance (COA), the University only originates up to the COA.

Once the loan is disbursed, the University sends the student/parent a Right to Cancel letter, which includes the time given to respond should the student and/or parent borrower wish to cancel their loan request(s). This notification is mailed after the loan disbursement has been credited to the student’s account. Borrowers who wish to cancel all or a portion of their loan must inform the University within 30 days from the date the University sends the disbursement notification. Any requests received after the 30 days but prior to 110 days will be honored as a partial cancellation based on title IV funds that are currently unapplied. The University notifies the student/parent in writing of the outcome of his/her request regardless of when the cancellation request is received.

**Loan Period**

The minimum period of enrollment the University may originate a Direct Loan is the lesser of the following:

- The length of the student’s program
- The student’s academic year (Refer to the Academic Year Definition Policy for specific requirements)
- The remaining portion of the student’s program (if the program is shorter than an academic year)

The maximum period the University may originate a DL is

- generally, the student’s academic year (Refer to the Academic Year Definition Policy for specific requirements); or
- for a defaulted borrower who has regained eligibility, the academic year the borrower re-gained eligibility.

**Note:** For information on loan periods for students who transfer from another school, complete a program and advance to another program at the University, or change programs at the University refer to the External Transfer Policy, Advancing Programs, and Program Changes Policies.
### Annual Loan Limits for Subsidized and Unsubsidized Loans

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
<th>Graduate/Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Freshman</td>
<td>$5,500 (base)</td>
<td>$9,500 (base)</td>
<td>$20,500</td>
</tr>
<tr>
<td>(2) Sophomore</td>
<td>$6,500 (base)</td>
<td>$10,500 (base)</td>
<td></td>
</tr>
<tr>
<td>(3 &amp; 4) Junior and Senior (5) Fifth year undergraduate</td>
<td>$7,500 (base)</td>
<td>$12,500 (base)</td>
<td></td>
</tr>
</tbody>
</table>

A student whose parent cannot obtain a PLUS Loan is allowed to borrow additional Direct Unsubsidized Loan amounts. Student dependency status will be determined based on answers to questions on the Free Application for Federal Student Aid (FAFSA).

Students may attend another school(s) while attending the University and receive Direct/PLUS loans at both schools for the same period of enrollment. If this occurs, the University resolves any possible annual loan limit overaward by reducing or cancelling loan disbursements to ensure students do not exceed annual loan limit amounts.

### Aggregate Loan Limits for Subsidized and Unsubsidized Loans

If a student at the University has received federal loans at other schools, the University reviews the student’s Financial Aid history on the institutional student information record (ISIR) to ensure the student has remaining eligibility under the aggregate loan limits. If a student exceeds the aggregate loan limits, the student may not receive additional direct loans until the student (1) repays in full the excess loan amount; or (2) makes arrangements, satisfactory to the holder of the loan, to repay the excess loan amount.

When reviewing NSLDS, the University uses the Aggregate Outstanding Principal Balance (Agg. OPB) shown in NSLDS for each of the student’s outstanding federal loans. If the student has one or more consolidation loans, which may include Subsidized and Unsubsidized federal loans, NSLDS will show separate totals for each. The University is not responsible for reviewing “unallocated” loans if they are present in NSLDS.

The following represents the maximum outstanding total subsidized and unsubsidized loan debt:

<table>
<thead>
<tr>
<th></th>
<th>Subsidized</th>
<th>Total (subsidized &amp; unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>$23,000</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$23,000</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$65,500</strong></td>
</tr>
</tbody>
</table>

### 150% Direct Subsidized Loan Limit

Borrowers who have no outstanding balance on a Direct Loan or a Federal Family Education Loan (FFEL) on July 1, 2013, or on the date the borrower obtains a Direct Loan after July 1, 2013 will have Direct Subsidized Loan eligibility limited to a period not to exceed 150 percent of the length of the borrower’s educational program. In addition, under certain conditions, these first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on their Direct Subsidized Loans. ED will monitor this subsidized usage and notify borrowers through disclosure statements provided to the borrowers.

### Additional Unsubsidized Eligibility

Independent undergraduate, graduate or professional students may borrow additional unsubsidized annual loan amounts. Dependent undergraduate students, whose parents are unable to borrow PLUS loans due to adverse credit or other documented exceptional circumstances, may borrow additional unsubsidized annual loan amounts. Exceptional circumstances include, but are not limited to, circumstances in which the student’s parent receives only public assistance or disability benefits, is incarcerated, has an adverse credit history, or the parent’s whereabouts are unknown. A parent's refusal to borrow a Federal PLUS Loan or Direct PLUS Loan does not constitute exceptional circumstances.

Dependent undergraduate students, whose parents have ended financial support and refuse to file the FAFSA, may be eligible for unsubsidized loans. In these scenarios, the University verifies that the parents have ended financial support and refuse to file the FAFSA based upon documentation submitted by the dependent student. These students must complete and submit a FAFSA that includes all the required student information. They are eligible to receive only an unsubsidized loan and not any other federal financial aid assistance. The maximum annual unsubsidized loan amount they may receive is the “base” annual loan limit for the student’s grade level plus the additional $2,000 unsubsidized amount.

### Loan Origination Date

The date of a loan origination is the date the University creates the electronic loan origination record. The University will not originate a direct loan for a loan period in which the student is enrolled at least half-time, even if the student is otherwise still enrolled at the University. Any funds originated after the student’s loan period end date are not kept by the University.

### Annual Loan Limit Progression

The student’s academic year is used as the basis for the annual loan limits. To advance to the next grade level and for annual loan limit purposes, the student must successfully complete and earn the
weeks and credit hours in the academic year. (Refer to the Academic Year Definition Policy for specific requirements)

If the University accepts transfer credits for a student transferring from another school into a program at the University that is greater than one academic year in length, the University uses the loan limits associated with the grade level based on the credits accepted.

**Prorating Annual Loan Limits**

The University is required to prorate Federal DL eligibility in the following scenarios:

- The program is less than one academic year in length (see Academic Year Policy for more information)
- The undergraduate program is more than one academic year in length but a student’s remaining period of enrollment in this undergraduate program is less than an academic year in length based on required credits

**Program is less than an academic year in length**

Students enrolled in programs less than an academic year in length will have their DL eligibility amounts prorated. The annual loan limit for these programs is based on the lesser of -

\[
\text{Credit hours enrolled in the program} \times \text{Annual loan limit}
\]

**OR**

\[
\text{Weeks enrolled in the program} \times \text{Annual loan limit}
\]

**Program is more than an academic year in length but remaining period of enrollment is less than an academic year in length in required credits.**

Students enrolled in undergraduate programs with a remaining period of enrollment less than an academic year, as measured in credit hours, will have their DL eligibility amounts prorated based on

\[
\text{Credit hours remaining in the program} \times \text{Annual loan limit}
\]

**Example:** An independent, second year student is enrolled in the AAB program. He has a remaining period of enrollment consisting of 12 credit hours. A full academic year at the University is defined as 24 credit hours.

**Direct Loan Calculations to Determine Eligibility for Remaining Period of Enrollment**

Maximum Subsidized eligibility for remaining period of enrollment

\[
(12/24) \times 4,500 = 3,000
\]

**Direct Loan Calculations to Determine Eligibility for Remaining Period of Enrollment**

Maximum Unsubsidized eligibility for remaining period of enrollment

\[
(12/24) \times 6,000 = 3,000
\]

In the proration scenario described above, standard rounding rules apply.

**Note:** the proration formulas determine the maximum loan amount a student may borrow for a remaining period of enrollment, not the loan amount the student may actually receive. In some cases, the actual loan amount the student is eligible to receive may be less than the prorated loan limit (based on costs, EFC, other aid, aggregate borrower, etc.)

**Disbursements Policy**

**Overview**

The Disbursements Policy addresses a student's eligibility for standard, late, and post withdrawal disbursements from the University. The University may only disburse federal financial aid funds to eligible students.

**Policy**

**Standard Disbursement**

A student is eligible to receive the first disbursement of federal financial aid when the University confirms the student is enrolled in courses for the payment period and is eligible to receive the funds. The student becomes eligible to receive a disbursement of federal financial aid for the second payment period when the student successfully completes one-half the weeks of instructional time AND earns one-half the credit hours in the defined academic year (AY). Typically, the University disburses funds once the student successfully completes half the credits and weeks of instruction in the current AY, which may consist of more credit hours and weeks of instruction than the defined AY.

If the payment periods are not equal in credit hours and weeks of instructional time, the first payment period will consist of more credit hours and/or weeks of instructional time to ensure at least one-half the credit hours and one-half the weeks of instructional time in the AY are completed. Occasionally, when a student’s file is reevaluated, the second payment period may consist of more credit hours and weeks of instructional time than the first payment period.

If a program is longer than one AY and consists of a remaining period that is more than one-half an AY, the second disbursement of the remaining period is made once the student successfully completes one-half of the weeks of instructional time AND earns one-half the credits in the remaining period. If the remaining period is equal to or less than one-half an AY, the second disbursement of the remaining period may not be disbursed until the student successfully completes one-half the weeks of instructional time AND earns one-half the credit hours in the remaining payment period.

If the University is unable to determine when a student has successfully completed one-half the credit hours in the remaining period of study, the second payment period will begin on the latter of the date the student successfully completes 1) one-half of the coursework in the remaining period; or 2) one-half the weeks of instructional time in the remaining period. If the remaining period consists of only three credit hours and five weeks of instructional
time, the second disbursement will be made once the student successfully completes 3 weeks of instructional time. The University will disburse Direct Loan proceeds in substantially equal installments, and no installment will exceed one-half of the loan amount.

First-time, first-year undergraduate borrowers will not have the first installment of Direct Loan proceeds disbursed until 30 calendar days after the program of study AY begins. The University will schedule disbursements according to procedures. Before disbursing federal financial aid funds, the University determines and documents the student’s eligibility to receive federal financial aid funds. The University disburses federal financial aid funds by crediting the student’s account no later than three business days after receiving the funds. Funds in excess of allowable charges are paid directly to the student unless otherwise authorized in writing by the student. (Refer to the Federal Financial Aid Credit Balance Policy for additional information.)

Right to Cancel

Before the University disburses federal financial aid funds, the University will notify the student of the amount of funds that the student (or parent in the case of PLUS loans) can expect to receive under each federal financial aid program and how and when those funds will be disbursed.

The University will notify the student (or parent) of the amount of the federal aid disbursement, the student’s (or parent’s) right to cancel all or a portion of the loan, loan disbursement, TEACH Grant or TEACH Grant disbursement and have the proceeds returned to the holder of the loan or to the Secretary (TEACH Grant funds). The notice will also include the procedures and time by which the student (or parent) must notify the University that he/she wishes to cancel the loan, loan disbursement, TEACH Grant, or TEACH Grant disbursement. This notice will be sent to the student/parent no earlier than 30 days before and no later than seven days after crediting the student’s account at the University.

Late Disbursement

Students or parents become ineligible to receive federal financial aid funds on the date the student:
- For Direct Loans, is no longer enrolled at least half time; or
- For Federal Grants, the student is no longer enrolled at the University for the award year

If a student completes a payment period or period of enrollment, withdraws during a payment period or period of enrollment, or graduates, the University must make or offer the student (or parent in the case of a PLUS loan) a late disbursement of federal financial aid funds for which the student (or parent in the case of a PLUS loan) was eligible while in attendance at the University.

The following conditions must be met prior to the date the student (or parent) became ineligible for a late disbursement.

Paying a Late Disbursement of Federal Financial Aid Grant Funds

Without the student’s permission, the University may credit a student’s account with a late disbursement of federal financial aid grant funds for current allowable charges. If federal financial aid grant funds remain to be disbursed from a late disbursement after all outstanding charges on the student’s account have been satisfied, the University pays the grant funds directly to the student within 14 days.

The University will make a late disbursement to the student no later than 180 days after the date of the University’s determination the student withdrew, or for a student who did not withdraw, 180 days after the date the student became ineligible.

Paying a Late Disbursement of Federal Financial Aid Loan Funds

Prior to the University making any late disbursement of federal financial aid loan funds, the borrower is notified with an explanation stating the student’s obligation to repay the loan funds disbursed. The student is given an opportunity to accept or decline the loan. The student’s authorization to receive the loan must be submitted via the late disbursement letter or via a signed statement submitted to the University titled “Late Disbursement Notification.”

The student has 30 days from the date on the late disbursement letter to return the letter to the University; otherwise the loan funds are canceled. The University will make the late disbursement to the
student no later than 180 days after the date of the University’s determination that the student withdrew or became ineligible. If the student had a federal financial aid credit balance before becoming ineligible, and the credit balance consists of direct loans, the University offers the funds to the student in writing and does not disburse the direct loan funds directly to the student until the student’s authorization is received.

**Late Disbursement - After 180 Days**
The University will make a late disbursement of federal financial aid funds within 180 days of the date the student became ineligible. No disbursement of these funds is made after the 180-day timeframe.

**Post Withdrawal Disbursement**
Withdrawn students lose federal financial aid eligibility and cannot be paid additional federal financial aid funds for the payment period and/or AY. However, as a result of the student’s Return to Title IV Funds (R2T4) calculation, the student may be eligible to receive federal financial aid funds that had not disbursed but could have been disbursed prior to the student’s withdrawal date. If the total amount of federal financial aid grant and/or loan funds earned by the student on the R2T4 calculation is greater than the total amount of federal financial aid disbursed to the student, or parent, in the case of a PLUS loan, the student may be eligible to receive a post withdrawal disbursement (PWD).

The University does not include as a PWD any funds from a disbursement the University was prohibited from making on or before the date the University’s determination that the student withdrew, which would apply to the following:

- A first disbursement of a Direct Loan to a first-year, first-time borrower who withdraws before completing 30 days of the program of study
- Second or subsequent disbursements of Direct Loan funds unless the student successfully completed the loan period
- Disbursements of Federal Pell, IASG, or TEACH Grant funds to a student for whom the University did not have a valid SAR/ISIR by the deadline established by ED

A PWD is made from available grant funds before available Direct Loan funds.

**Post withdrawal Disbursement of Federal Financial Aid Grant Funds**
The University may credit a student’s account with a PWD of federal financial aid grant funds (Pell, IASG, FSEOG, and TEACH), without the student’s permission, for outstanding current (educationally related) charges. The University will obtain a student’s authorization to apply PWD grant funds toward anything other than current charges. The University disburses any amount of a PWD of federal financial aid grant funds as soon as possible, but no later than 45 days after the date of the University’s determination that the student withdrew.

If the student does not respond to the University’s notice for authorization, federal financial aid grant funds are used for appropriate outstanding current (educationally related) charges. (See the Federal Financial Aid Credit Balance Policy for the definition of outstanding charges).

**Post withdrawal Disbursement of Federal Financial Aid Loan Funds**
The University notifies a student, or parent, in the case of a PLUS loan, in writing prior to making any PWD of Direct Loan funds, whether credited to the student’s account or disbursed directly to the student (or parent in the case of a PLUS loan). The written notification includes the following:

- “The type and amount of Direct Loan funds to be credited to the student’s account or disbursed directly to the student or parent, in the case of a parent PLUS loan,
- Explanation that the student, or parent in the case of a PLUS loan, has the right to accept or decline all or a portion of the funds offered.
- Information in reference to the borrower’s obligation to repay Direct Loan funds, if disbursed.
- A request for authorization to credit Direct Loan funds to the student’s account, indicating if confirmation is not provided, the borrower may not receive any Direct Loan funds as a direct disbursement, unless the University concurs.
- Information informing the borrower that no PWD will be made if he/she does not respond within 30 days of the date of the letter. The University may, on an exception basis, choose to extend this timeline. The deadline for a borrower to accept a PWD is the same for both a confirmation of a Direct Loan disbursement to the student’s account and direct disbursement of a PWD.
- If the University declines to honor a late response accepting loan funds to be credited to the student’s account, or parent in the case of a PLUS loan, the University informs the student, or parent in the case of a PLUS loan, of this decision in writing.
- If the University chooses to honor a late response, all loan funds must be disbursed in accordance with the student or parent’s request. The result of the contact and final determination made concerning the disbursement is documented in the student’s file.
- Instructions to submit the response electronically or in writing directly to Student Financial Services-Operations (SFS-O) by mail, or fax.

If the student, or parent in the case of a PLUS loan, responds to the notice within 30 days of the date of the letter and instructs the University to make all or a portion of the PWD, the funds are disbursed in the manner specified by the student, or parent in the case of a PLUS loan, within 180 days of the University’s date of the determination that the student withdrew.

If the University chooses to honor a late response, all loan funds accepted by the student, or parent in the case of a PLUS loan, are disbursed in accordance with the student’s or parent’s request. If the University declines to honor a late response accepting loan funds to be credited to student’s account, or parent in the case of a PLUS loan, the University informs the student, or parent in the case of a PLUS loan, of this decision in writing.

The University does not request federal financial aid funds for a PWD unless and until it has determined the following:

- A PWD is due and accepted by the student, or parent in the case of a PLUS loan,
- The amount of the PWD, and
- The PWD can be disbursed within three business days of receipt.

**External Transfer Policy**

**Overview**
The External Transfer policy documents the University’s treatment and determination of federal financial aid eligibility for students
who transfer to the University from another school.

**Policy**

**External Transfers**

Students who transfer to the University with or without accepted credits and who have overlapping academic years (AY's) with a prior school are referred to as external transfers. An overlapping AY exists if the student begins a program at the University prior to the expiration of the prior school's AY. If the prior school’s AY length is less than 30 weeks, the University contacts the prior school to confirm the dates are correct or requests the school correct the dates in common origination and disbursement (COD).

The loan period (LP) (or payment period (PP), in the case of all other federal financial aid) to finish out the overlapping AY begins on the first day of courses at the University and ends on the inherited AY end date of the prior school. If this date falls in the middle of a course at the University, the LP/PP and AY end dates are extended to reflect the end date of the last course on the student's schedule that the student began prior to the inherited AY end date. If the inherited AY end date falls between courses scheduled, the inherited AY end date and the LP/PP end date to finish out the overlap reflects the inherited end date of the prior school.

When awarding federal financial aid for the overlapping AY, the University determines the number of credits required to complete the overlapping AY. The student must be enrolled at least half time, i.e. at least six credit hours in the LP that is finishing out the overlapping AY in order to be eligible for Direct Loans. (Refer to the Student/Parent Eligibility Policy for additional information)

The student must successfully complete the required number of credits in order to progress to the next AY and LP. The AY and LP are extended, as needed, until the student earns these credits. Therefore, if the student receives a W or F for courses in the overlap, the end dates of the overlapping AY and LP are extended, as needed, until the student earns these credits. Similarly, if the student receives an I grade or is granted an extension on time to complete coursework, the required number of credits are not successfully earned and the overlapping AY and LP must be extended.

**Federal Pell Grant Award**

Students who transfer to the University after receiving a Federal Pell Grant at a previous school during the same award year may receive a Federal Pell Grant only if:

- The student submits a valid SAR to the University; or
- The University obtains a valid ISIR

A student cannot receive more than his or her scheduled Pell award for a federal award year. (Refer to the Federal Pell Grant-IASG Policy for additional information). When a student has already received a Federal Pell Grant during the same federal award year, the University determines the percentage of the scheduled Federal Pell Grant award that the student has already received in order to calculate the student’s remaining eligibility (if any) for a Federal Pell Grant award.

To calculate the student's remaining eligibility, the University uses the following formula:

$$\text{Percent Pell Eligibility} = \frac{\text{Pell disbursed at prior school}}{\text{Scheduled Award at prior school}}$$

The University then subtracts the percentage of scheduled award used from 100 to calculate the maximum percentage of the scheduled award the student may receive at the University. The University determines the Federal Pell Grant Award the student is eligible for by using the following formula:

$$\text{Maximum% of Scheduled Award Remaining} = \frac{\text{Maximum Pell Award}}{\text{Scheduled Award at University}}$$

When calculating the student's Federal Pell Grant award, the University also ensures the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU).

The remaining Federal Pell Grant award amount is not divided equally across the PPs in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student's remaining eligibility for each PP, except that no PP disbursement can exceed 50% of the scheduled annual award.

**Pell Example:** A student received a portion of a Federal Pell Grant at a community college, then transferred to the University during the same federal award year. The community college performed a Return to Title IV (R2T4) calculation and returned a portion of the student's Federal Pell Grant award.

**Pell Data from the Community College**

- Scheduled Pell award: $3,000
- Pell award disbursed: $1,500
- Amount of Pell funds returned due to R2T4 calculation: $300
- Net amount of Pell funds disbursed to student: $1,200

The University’s cost of attendance is higher than the community college, which increases the student’s scheduled Federal Pell Grant to $4,000 for the federal award year. The University must now determine the student’s remaining Federal Pell Grant eligibility for the federal award year to determine the amount it may actually award to the student.

**Pell Calculations to Determine Remaining Pell Eligibility**

- Scheduled Pell Award at the University: $4,000
- Percentage of Pell award already used: $1,200 / $3,000 = 40%
- Percentage of remaining Pell eligibility: 100% - 40% = 60%
The student’s remaining Federal Pell Grant eligibility is $2,400. Since this amount is more than half of the scheduled Federal Pell Grant award, the award must be disbursed in two payment periods. As long as the student’s first PP in the new program is at least half of an AY (in both credits and weeks), the student may receive half of the scheduled award in the first PP. If the second PP in the new program falls in the same federal award year, the student will receive the remainder of the Federal Pell Grant amount in the second PP.

Pell Disbursements at the University

First payment period $2,000
Second payment period $400

Federal Direct Loan Award

The loan at the University may not exceed the remaining balance of the student’s annual loan limits after the disbursements at the previous school are considered. If the balance of the program is less than an AY, those Direct Loans originated for a single PP are disbursed in two disbursements (Refer to the Disbursements Policy for additional information).

Direct Loan Example: A student received a portion of a Direct Loan at a community college, then transferred to the University during the same AY, creating an overlapping AY at the University. When the student transferred, the community college performed a Return to Title IV (R2T4) calculation and returned a portion of the student’s Direct Loan funds. The student is enrolled at the University as a first year, independent undergraduate student with maximum annual Subsidized Loan eligibility of $3,500 and Unsubsidized Loan eligibility of $6,000.

Direct Loan Data from the Community College

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized Loan originally disbursed</td>
<td>$1,750</td>
</tr>
<tr>
<td>Subsidized Loan funds returned due to R2T4 calculation</td>
<td>$0</td>
</tr>
<tr>
<td>Net Subsidized Loan funds disbursed</td>
<td>$1,750</td>
</tr>
</tbody>
</table>

Unsubsidized Loan originally disbursed $3,000

Unsubsidized Loan funds returned due to R2T4 calculation $1,000

The University must now determine the student’s remaining Subsidized and Unsubsidized Loan eligibility for the overlapping AY.

Remaining Subsidized Loan Eligibility

(Annual Subsidized Loan Limit - Net Subsidized Loan funds disbursed) $3,500 - $1,750 = $1,750

Remaining Unsubsidized Loan Eligibility

(Annual Unsubsidized Loan limit - Net Unsubsidized Loan funds disbursed) $6,000 - $2,000 = $4,000

These remaining loan fund amounts will be disbursed based on the PPs in the LP at the University. (Refer to the Disbursements Policy for additional information)

Other Federal Aid Awards

All other federal financial aid, including Federal Supplemental Opportunity Grant (FSEOG) and Federal TEACH Grant will follow this same awarding process of finishing out the overlapping AY.

Federal Financial Aid Credit Balance Policy

Overview

The Federal Financial Aid Credit Balance Policy addresses federal financial aid credit balances and how the University handles those credit balances when they occur on a student’s account. Whenever the University credits federal financial aid funds to a student’s account and those funds exceed the student’s allowable charges, a federal financial aid credit balance occurs. The University will pay the ex-cess federal financial aid funds directly to the student or parent as soon as possible, but no later than 14 days after the balance occurred on the student’s account unless an Authorization to Hold Funds form is on file.

Policy

Whenever the University credits federal financial aid funds to a student’s account and those funds exceed the student’s allowable charges (Refer to the Allowable Charges Policy for definition of allowable charges), a federal financial aid credit balance occurs. The order in which funds are credited does not matter, and the University does not require a student or parent to take any actions to obtain the credit balance.

Attribution of Funds

The University will consider to have disbursed federal financial aid grants before direct loans to the student’s account in the following order regardless of when the funds are credited:

- Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- FSEOG
- TEACH Grant
Authorization to Hold Funds

The University may obtain a student’s (or parent in the case of a PLUS loan) written, voluntary authorization through the University’s financial aid application process to hold a federal financial aid credit balance. This authorization may also be obtained through a paper process.

The University does not require or coerce the authorization and notifies the student (or parent in the case of a PLUS loan) that the authorization may be canceled at any time. If the student (or parent in the case of a PLUS loan) chooses to cancel the authorization, the cancellation is not retroactive. Funds held for incurred allowable charges and prior year charges prior to the University receiving the authorization cancellation, will remain on account.

At any time, the University will accept a Financial Aid Authorization Change Form from a student (or parent in the case of a PLUS loan), canceling or modifying the authorization initially provided. The Financial Aid Authorization Change Form is available to students on the University’s financial aid web (FAW) site.

Application of Funds

The University applies funds received from a federal financial aid disbursement in the following order:

- Invoked and unpaid tuition (including tuition for Directed Study and state sales tax) and California Student Tuition Recovery Fund, if applicable, for the current payment period or prior payment period of the loan period;
- If authorization has been obtained from the student (or parent in the case of a PLUS loan), future tuition (including tuition for Directed Study and state sales tax) and California Student Tuition Recovery Fund, if applicable for the future payment period of the loan period; and
- If authorization has been obtained from the student (or parent in the case of a PLUS loan), invoiced & unpaid, and future not yet charged electronic course materials fees and books
- Direct Loan funds to any unpaid allowable charges for a prior loan period, not to exceed $200

Timeline to Issue a Federal Financial Aid Credit Balance

If there is no authorization on file, the University issues excess funds to the student within 14 days of the date funds are disbursed (applied to the student’s account, or in the case of a check, the date the check is signed by the student or parent).

Timeline to Issue Federal Financial Aid Credit Balance for Book Voucher

All Title IV eligible students with a federal financial aid credit balance who meet the criteria for funds that could have been disbursed 10 days prior to the beginning of the payment period will be notified of the University’s book voucher request process. If the student requests a book voucher, the student will be provided the lesser of the amount of the credit balance or the amount needed by the student as determined by the University to purchase books and supplies. These funds will be issued to the student no later than the seventh day of the payment period. Students may opt out of this offer by not requesting the book voucher.

Treatment of Unclaimed Federal Financial Aid Credit Balance

If the University is unable to locate a student to pay a federal financial aid credit balance and has exhausted all possible avenues to find the student, the University will return the credit balance to the applicable federal financial aid programs. This process is accomplished by referencing the attribution of funds section in this policy.

The University returns any unclaimed federal financial aid credit balance issued by check to the applicable federal financial aid programs no later than 240 days after the check issue date. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

Return of Title IV

The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit balance in one or more of the following ways:
  - Pay authorized charges at the University;
  - Pay the student directly (or parent for a Direct PLUS loan)

(Refer to the Return of Title IV Policy for additional information.)

Federal Pell Grant-IASG Policy

Overview

The Federal Pell Grant/Iraq and Afghanistan service Grant (IASG) Policy illustrates how the University calculates and awards Pell Grants and IASG to eligible students.

Policy

The University calculates the annual award for students in non-term credit-hour pro-grams using Federal Pell Grant Formula 4 in conjunction with the Federal Pell Grant full-time payment schedule. The maximum duration of Pell and IASG eligibility is limited to six full-time scheduled awards, as measured by the percentage of lifetime eligibility used (LEU). A student is ineligible to receive further Pell and or IASG funds if they have 600% or greater.

Rounding

The University uses standard rounding rules, applied consistently to all students, and will round Pell and IASG Grant disbursements to the nearest dollar (not to exceed the scheduled Pell/IASG award). See exception under “Pell Payment Calculations and LEU Limitations’’ section below.

77
Calculating Payment Amounts
The award for each payment period may be subject to proration. The scheduled Pell/IASG award is prorated based on the percentage of the following:
- Credit hours in the payment period over the credit hours in an academic year
- Weeks of instructional time in the payment period over the weeks in the academic year.
The scheduled Pell/IASG award is calculated using the lessor percentage multiplied by the scheduled award.

Crossover Payment Periods
When a payment period falls into two award years -it begins before July 1 and ends on or after July 1 - it is referred to as a “crossover payment period.” If a student is en-rolled in a crossover payment period, the entire payment period must be considered to occur within one FAFSA award year. The University determines for each Pell/IASG grant recipient the award year in which the payment period is placed. Students are awarded from the oldest and active aid year first.

Pell Payment Calculations and LEU Limitations
If a student has less than 100% remaining of the maximum 600% Pell LEU, the University will disburse 50% of the Pell award in the first Pell payment period. The remaining percentage of the Pell award is disbursed in the second Pell payment period. Rounding rules do not apply to these disbursements.

Pell Payment Calculations and LEU Limitations for End of Program (EOP)
For any remaining portion of a program that is more than half of an academic year (AY) but less than a full AY, the remaining portion is divided into two payment periods. The first payment period is the period in which the student successfully completes half of the credits AND half of the weeks of instructional time in the remaining portion. (Refer to the Advancing Programs, External Transfers, and Program Changes Policies for some examples on awarding Pell for remaining periods that are not a full academic year) A student may receive less than a Scheduled Award in an award year, if the program crosses award years and the student’s Pell Grant award in one of the award years is for a portion of the program that is less than a full AY.
- The annual award for a student in a nonterm credit-hour program is taken from the full-time payment schedule even if the student is attending less than full-time.
- Comparable prorations will be performed based on the number of credits in the payment period as they compare to the credits in the defined AY OR the number of weeks in the payment period as they compare to the weeks of instructional time in the AY.
- The scheduled Pell award will be multiplied by the lesser of the 2 calculations to determine the Pell payment.
- If a student has more than 500% Pell LEU, the Pell payment will be the lesser amount between the proration calculation and the remaining eligibility award using the Pell LEU calculator.

Students Declining Pell Grant Funds
Students who decide to decline all or a part of a Pell grant disbursement must deliver to the University a signed, written statement clearly indicating they are declining the Pell grant funds for which they are eligible. Furthermore, they must understand those funds may not be available once the FAFSA award year is over. If the University receives a statement indicating such from the student, it will submit any adjustment records for the student to the Common Origination and Disbursement (COD) System. Any University account balance(s) resulting from the return of Pell Grant funding is the responsibility of the student.

Students Returning Pell Grant Funds
Students have the option of returning all or a portion of Pell grant funds they were eligible to receive, as long as this return is taken during the SAME award year. If they choose to do so, they must deliver to the University a signed statement clearly indicating they are returning the Pell grant funds they are eligible for. Furthermore, they understand these funds may not be available once the award year is over. Students must return the funds directly to the University, and the University will return those funds to the Pell grant account. After doing so, the University must submit the required adjustment records for the students to the COD System. Any University account balance(s) resulting from the return of Pell/IASG Grant funds is the responsibility of the student.

The University does not accept any Pell/IASG grant funds from prior FAFSA award years.

Disputing the Accuracy of Pell Grant LEU Information
If a student attending the University chooses to dispute the accuracy of the Pell LEU information found in the Common Origination and Disbursement (COD) System, the University will assist the student in resolving this dispute. The University will not escalate the matter should it discover the amount of the Pell Grant LEU percentage being disputed would not, if corrected, make the student eligible for additional Pell Grant funding. However, if there is a valid dispute, acceptable documentation to resolve the dispute must be collected. This documentation could include, for example, a written statement from the previous institution confirming the student never attended, or at least never received Pell Grant funds from that institution for the award year in question. The University will then contact Federal Student Aid’s COD School Relations Center at 800-474-7268. The Department of Education (ED), after its review of the student’s assertion and any supporting information submitted, will provide the University with a response and instructions on how to proceed.

On occasion, a student may dispute the Pell LEU information by contacting ED. In these scenarios, the University requires the exception/override to the dispute to be in writing and received directly from ED. Once the information is received, the University will adjust the student’s Pell eligibility accordingly. The student must meet all other eligibility criteria in order to receive the Pell Grant funds.

Voucher for Books - Effective for Pell Eligible Students after July 1, 2011
Pell eligible students may use Pell funds to purchase books if those funds could have been disbursed 10 days prior to the beginning of the payment period and disbursed funds would create a federal financial aid credit balance. These students are notified of the University’s book voucher request process. If the student requests a book voucher, the student will be provided with the lesser of the amount of the credit balance or the amount needed for the books and supplies, as determined by the University. These funds will be issued to the student no later than the seventh day of the payment period.

Students may opt out of this offer by not requesting the book voucher. (Refer to the Federal Financial Aid Credit Balance Policy for further information)
Recalculation
If an expected family contribution (EFC) changes due to corrections, updates, or an adjustment and the EFC change would change the Pell IASG award, the University will recalculate the Pell IASG award for the entire award year. If, as a result of the recalculation, the student received more Pell IASG award that the student was eligible for, an overpayment exists. Refer to the Over-awards and Overpayments Policy for further information on how to resolve the overpayment.

Retroactive Payments
For all prior payment periods for which a student was an eligible student within the FAFSA award year, the University may pay the total lump sum of retroactive payments in two separate installments one day apart from each other.

Regaining Eligibility
If a student resolves ineligibility criteria while attending the University (e.g. re-solves a default or over borrowing), the effective date of regaining eligibility for the Federal Pell Grant and IASG programs begins with the payment period in which the issue is resolved.

Financial Aid Counseling Policy

Overview
The Financial Aid Counseling Policy addresses the requirements of the University ensuring initial entrance counseling is completed and students are notified of the requirement to complete exit counseling for each Direct, Graduate/Professional PLUS and Perkins loan borrower, and TEACH Grant recipient.

Policy
Entrance Loan Counseling
Entrance loan counseling, for Direct and Graduate/Professional PLUS loan borrowers, provides comprehensive information on the terms and conditions of the loan and the responsibilities of the borrower with respect to the loan. The University ensures entrance loan counseling is completed for each borrower. The counseling session includes completion of an interactive program that tests the borrower’s understanding of the terms and conditions of the loan.

The University ensures an individual with expertise in federal financial aid is reasonably available to answer the borrower’s questions regarding those programs.

Online counseling for Direct and Graduate/Professional PLUS borrowers generally provides the following:

- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower’s rights and responsibilities
- Information on the National Student Loan Data System (NSLDS)

- Other terms and conditions
- Information on possible loss of eligibility for additional Direct Subsidized Loans
- Information on how a borrower’s maximum eligibility period, remaining eligibility period, and subsidized usage period are determined

- The potential for a borrower becoming responsible for all accruing interest on Direct Subsidized Loans during in-school periods, grace periods (if first disbursement was between 7/1/2012 and 6/30/2014), and periods of authorized deferment
- Impact of borrower responsibility for accruing interest on the borrower’s total debt

Entrance loan counseling for Grad PLUS borrowers also includes information about options to pay interest on a PLUS Loan while the borrower is in school.

The University maintains documentation substantiating the completion of entrance loan counseling for each student borrower. Effective March 29, 2015, PLUS Loan counseling must be completed by the applicant (parent or graduate/professional student) with an adverse credit history who qualifies for a Direct PLUS Loan by obtaining an endorser who does not have an adverse credit history, or who documents to the satisfaction of the Department of Education that there are extenuating circumstances related to the adverse credit information.

Exit Loan Counseling
Federal financial aid recipient students within 2 to 7 credits of completing their program at the University will receive an electronic notification about the requirement to complete exit loan counseling. In addition, within 30 days of a student's last date of attendance, the University sends a letter with a link to complete NSLDS counseling and the required exit counseling materials. An eLetter is also sent to direct students to NSLDS. If the student is a withdrawal, the University mails exit loan counseling material to the borrower at the last known address and send an email directing the student to the NSLDS website where exit counseling may be completed. The material is sent within 30 days of the University learning the borrower has withdrawn. The University documents the student’s file with the date the materials were sent.

TEACH Grant Initial and Subsequent Counseling
For each award year a student receives the TEACH grant, the recipient must sign an Agreement to Serve (ATS) and complete initial and subsequent counseling requirements by utilizing the TEACH Grant counseling online. TEACH Grant counseling explains the terms and conditions of the TEACH ATS. The student is provided information about how to identify low-income schools and documented high-need fields.

TEACH Grant recipients are informed that, in order for the teaching to count towards the recipient’s service obligation, the high-need field in which the student has prepared to teach must be: (A) One of the six high-need fields listed below under TEACH Grant Exit Counseling or (B) A high-need field listed in the Nationwide List at the time and for the state the grant recipient begins teaching in that field.

TEACH Grant recipients are informed of the opportunity to request a suspension of the eight-year period for completion of the ATS and the conditions under which a suspension may be granted. Additionally, TEACH Grant recipients receive information regarding conditions, such as conviction of a felony, which could preclude the student from completing the service obligation. Students are informed that once a TEACH Grant is converted to a Federal Direct Unsubsidized Loan, it cannot be reconverted to a grant and if they fail or refuse to complete the service obligation contained in the ATS or any other condition of the ATS. The TEACH Grant must be repaid as a Federal Direct Unsubsidized Loan and the TEACH Grant recipient is obligated to repay the full amount of each grant and the accrued interest from each disburse-
ment date.

TEACH Grant recipients are given information on the availability of the U.S. Department of Education Student Loan Ombudsman's office. The likely consequences of loan default are explained, including adverse credit reports, garnishment of wages, federal offset, and litigation. Students are given information about possible monthly repayment amounts based on a range of student loan indebtedness.

If a student receives more than one TEACH Grant, the University ensures that the student receives additional counseling prior to the first disbursement of each subsequent TEACH award. Subsequent counseling is provided by interactive electronic means. The University ensures that an individual with expertise in federal financial aid/HEA programs is reasonably available shortly after the counseling to answer the grant recipient's questions.

**TEACH Grant Exit Counseling**

Exit counseling is required by each TEACH Grant recipient before withdrawing from the University, by interactive electronic means. The University ensures that an individual with expertise in federal financial aid/HEA programs is reasonably available shortly after the counseling to answer the grant recipient's questions. Within 30 days of learning that a TEACH Grant recipient has withdrawn from the University without the institution's knowledge, or from a TEACH eligible program, or failed to complete exit counseling as required, exit counseling information is mailed to the student and provided through interactive electronic means. The exit counseling informs TEACH Grant recipients of the four-year service obligation that must be completed within the first eight calendar years after completing a TEACH eligible program.

The TEACH Grant recipient is provided with information about the following:

- The opportunity to request a suspension of the eight-year period for completion of the service obligation and the conditions under which a suspension may be granted
- How to identify low-income schools and documented high-need fields
- For the teaching to count towards the recipient's service obligation, the high-need field in which the student has prepared to teach must be one of the following:
  - Bilingual education and English language acquisition.
  - Foreign language.
  - Mathematics.
  - Reading specialist.
  - Science.
  - Special education or
- Another field documented as high-need by the Federal Government, a State government or a local educational agency, and approved by the Secretary and listed in the Department's annual Teacher Shortage Area Nationwide Listing (Nationwide List)
- Requirement to submit to the Secretary, each year, written documentation of the student's status as a highly-qualified teacher in a high-need field at a low-income school or of the student's intent to complete the four-year service obligation until the date that the service obligation has been met or the date the grant becomes a Federal Direct Unsubsidized Loan, whichever occurs first
- The circumstances under which a TEACH grant will be converted to a Federal Direct Unsubsidized Loan
- When a TEACH Grant is converted to a Federal Direct Unsubsidized Loan it cannot be reconverted to a grant
- The average anticipated monthly repayment amount based on a range of student loan indebtedness if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- Debt-management strategies that would facilitate repayment if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- How to contact the Secretary
- Likely consequences of loan default, including adverse credit reports, garnishment of wages, federal offset, and litigation
- The conditions under which the student may defer or forbear repayment, obtain a full or partial discharge, or receive teacher loan forgiveness if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- The availability of the U.S. Department of Education Student Loan Ombudsman's office
- The availability of federal financial aid loan information in the National Student Loan Data System (NSLDS)
- The University takes reasonable steps to ensure that each grant recipient receives the counseling materials and completes the exit counseling and maintain documentation substantiating the institution's compliance with this section for each TEACH recipient.

**HEROES Act Policy**

**Overview**

The HEROES Act Policy ensures service members who are receiving federal financial aid at the University are not adversely affected because of their military status and minimizes the administrative burden placed on such individuals.

**Policy**

The University ensures those affected by war, military operations or national emergencies are not disadvantaged because of their status.

**Category 1 Individuals**

Individuals affected by the waivers and modifications under this category include persons who

- are serving on active duty during a war or other military operation, or national emergency;
- are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- reside or are employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or
- suffered direct economic hardship as a direct result of a war or other military operation, or national emergency.

The following waivers and modifications affect Category 1 individuals:

**Need Analysis**

The University substitutes adjusted gross income plus untaxed income and benefits received in the first calendar year of the award year for which such determination is made for any affected individual, spouse and dependents, if applicable, to reflect more accurately the financial condition of an affected individual and family.

The University has the option of using the applicant's original EFC or the EFC based on the data from the first calendar year of the award year. If the University chooses to use the alternate EFC, it uses the administrative professional judgment procedures established by the Secretary as discussed in the following section.
Professional Judgment
To more accurately reflect financial need; the University uses professional judgment on a case-by-case basis for affected individuals. The University determines the need for an affected individual by determining the most beneficial of the following:
• The individual’s need as determined using the adjusted gross income plus untaxed income and benefits received in the first calendar year of the award year;
• The individual’s need as determined using professional judgment; or
• The individual’s need as determined making no modifications. (i.e. an individual’s income increased as a result of serving on active duty).

The University clearly documents the reasons for any adjustment and the facts supporting the decision. In almost all cases, the University will have documentation from a third party with knowledge of the student’s unusual circumstances. As usual, any professional judgment decisions made that affect a student’s eligibility for a subsidized student financial assistance program will be reported to the Central Processing System.

Title IV Grant Overpayments
A student who withdraws from the University because of an affected individual status is not required to return or repay any overpayment of grant funds based on the Return of Title IV (R2T4) calculations.

The University does not deny federal financial aid eligibility to an affected individual who owes an overpayment. In addition, the University does not contact the student, notify NSLDS, or refer the overpayment to Debt Collection Services. However, the affected individual’s file will be documented to include the amount of the overpayment.

The University does not apply any federal financial aid credit balance toward an overpayment before using the credit balance to pay authorized charges; pay the credit balance to the student (or parent, in the case of a PLUS loan); or use the credit balance to reduce the student’s federal financial aid loan debt (with the student’s authorization).

Verification of AGI and U.S. Income Tax Paid
An affected individual whose income was used to determine the EFC, and who has not filed a tax return because an extension was granted, is not required to submit a copy of the IRS Form 4868 or IRS approval of an even longer extension if the applicant is selected for verification.

For these individuals, the University accepts the following:
• A signed statement certifying the student has not filed an income tax return or a request for a filing extension because of active duty or for qualifying National Guard duty during a war or other military operation or national emergency; AND
• A copy of each W-2 received for the specified year or, for a self-employed individual, a statement signed by the individual certifying the amount of the AGI for the specified year.

The University may request that an individual granted a filing extension submit tax information using the IRS Data Retrieval Tool, or by obtaining a tax return transcript from the IRS that lists tax account information for the specified year after the income tax return is filed. If the University receives the tax information, it will verify the income information of the tax filer(s).

Category 2 Individuals
Individuals affected by the waivers and modifications under this category include persons who:
• are serving on active duty;
• are performing qualifying National Guard duty during a war or other military operation, or national emergency; or
• reside or are employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency.

The following waivers and modifications affect Category 2 individuals:

Post-withdrawal Disbursement (PWD)
A student who withdraws because of status as an affected individual and who is eligible for a post-withdrawal disbursement has up to 45 days to respond to a PWD offer. However, at the University’s discretion, it may honor the PWD if the student (or parent in case of a parent PLUS loan) responds to the offer after 45 days.

Leaves of Absence (LOA)
The University documents the decision for granting an approved LOA to an affected individual if that individual has difficulty providing a written LOA request because of affected status. The documentation includes both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing.

Treatment of Federal Financial Aid Credit Balance When a Student Withdraws
The University pays any federal financial aid credit balance to the student, or parent in the case of a parent PLUS loan, within 14 days after the balance occurred.

Loan Cancellation
The University allows an affected individual to request a cancellation up to 60 days after the date the University notifies the borrower of the right to cancel. The cancellation may be for all or a portion of a loan for which proceeds have been credited to the account at the University. If the University receives a loan cancellation after the 60-day period, the University may, but is not required to, comply with the request.

Student and Parent Authorizations
The University accepts an affected individual’s verbal consent or authorization to:
• Disburse federal financial aid funds to a bank account;
• Use federal financial aid funds to pay charges other than tuition, fees; and
• Hold federal financial aid funds on behalf of the student or parent that would otherwise be directly paid to the student (or parent).

The University will document the verbal consent or authorization.

Satisfactory Academic Progress
If a student fails to meet the University’s satisfactory academic progress (SAP) standards (Refer to the SAP Policy for further information) as a direct result of being an affected individual in this category, the student may request a SAP appeal. The University will approve the appeal based on documentation of military orders.

Category 3 Individuals
Individuals affected by the waivers and modifications under this category include persons who:
• are serving on active duty, or
• are performing qualifying National Guard duty during a war or other military operation or national emergency.

The following waivers and modifications affect Category 3 individuals.
Institutional Charges and Refunds
If a student is called up for active duty or for qualifying National Guard duty during a war or other military operation or national emergency, the student is eligible for a deferral of any balance owed the University. Additionally, the student is eligible for a drop credit request (DCR) for a course if the student begins the course within 60 days of return from deployment. The amount of the credit is dependent upon the number of weeks attended prior to the student withdrawing for military reasons. (Refer to the Finance Policy - Military Deployment/Military Leave)

Category 4 Individuals
Individuals affected by the waivers and modifications under this category include the spouse or dependents of persons who are • serving on active duty; or • performing qualifying National Guard duty during a war, other military operation, or national emergency.

The following waivers and modifications affect Category 4 individuals.

Verification Signature Requirements
A dependent student is not required to submit a statement signed by one of the applicant’s parents when no responsible parent can provide the required signature because of the parent’s status as an affected individual in this category.

Signatures on the Free Application for Federal Student Aid (FAFSA), Student Aid Report (SAR), and Institutional Student Information Record (ISIR)
A dependent student is not required to provide a parent’s signature on the FAFSA, SAR, and/or ISIR when there is no responsible parent to provide a signature because of the parent’s status as an affected individual in this category. The high school counselor or financial aid administrator may sign on behalf of the parent as long as the applicant provides adequate documentation concerning the parent’s inability to provide a signature due to the parent’s status as an affected individual in this category.

Leave of Absence Policy

Overview
The Leave of Absence (LOA) Policy addresses the temporary interruption in a student’s program of study, when the student is not in attendance at the University. The LOA Policy is applicable to all students enrolled in certificate and degree programs at the University. If a student is not actively enrolled in a program, the student is not eligible to apply for an LOA. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for federal financial aid recipients.

Policy
Students may be approved by the University for multiple LOAs in a 12-month period. The total of all approved LOAs may not exceed 180 calendar days in the 12-month period. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

Required Documentation
A LOA may be approved if the University determines there is a reasonable expectation the student will return. Students must follow the University’s LOA Policy when re-requesting a LOA, by providing (on or before the start date of the LOA) a written, signed, and dated request, including the reason for the LOA, to the finance advisor. All re-requests will be forwarded to Student Financial Services - Operations (SFS-O).

If unforeseen circumstances prevent a student from providing a request to the campus or before the start of the LOA, the University may grant the LOA if the campus has documented the reason and decision. The campus must collect the signed LOA request form from the student at a later date and provide it to SFS-O within a reason-able amount of time from the student’s last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, University course cancellation and/or facility closure, and natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered unoffi-cially withdrawn and the campus can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) Calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is unofficially withdrawn and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal. An LOA will NOT be approved if a student requests the LOA after 14 consecutive days of nonattendance, is in an unofficial withdrawal (UW) status and the request is not due to unforeseen circumstances that occurred prior to the UW status.

A dependent student is not required to provide a parent’s signature as the applicant provides adequate documentation concerning the parent’s inability to provide a signature due to the parent’s status as an affected individual in this category.

If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the LOA, the LOA is not valid and will be negated.

Length
In determining the length of the LOA, the LOA start date is the first day of the LOA and the LOA end date is the day before the start date of the course the student is returning to at the University. The first day of the student’s initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance.

The course start date will cease the LOA day count; however, the University’s academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic related activity (ARA) in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e. course start date). A new LOA request form will be required for any additional LOAs.

Note: At the time of the LOA approval, the University will review the LOA dates re-quested by the student and may adjust those dates based on ARAs, class schedules, etc.

Extending an LOA
A student may request an LOA extension as long as the request is made before the scheduled end date. Students must follow the University LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension to the finance advisor. All requests must be forwarded to Student Financial Services - Operations (SFS-O).
If a student's LOA is scheduled to end on or within an institutionally scheduled break, the University will update the LOA return date to the start date of the course that is scheduled to begin after the institutionally scheduled break, as long as the student is registered for a course set to begin when the institutionally scheduled break ends.

If a student's LOA request completely overlaps an institutionally scheduled break, all days of the institutionally scheduled break and the LOA days will count toward the length of the LOA and apply toward the maximum of 180 days in a 12-month period. The University will not allow a student to take two consecutive LOAs separated by an institutionally scheduled break.

Disbursements during an LOA

The University may disburse Pell, IASG, and FSEOG funds to a student on an LOA during certain times of the year. Federal financial aid funds that are part of a credit balance created before a student began an LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

Completion of Coursework upon Return

If a student takes an approved LOA in the middle of a course, the University must ensure no additional charges are incurred when the student returns. To ensure no additional charges are incurred, the University will issue the student an LOA Credit (LOAC). This LOAC will be applied to the course scheduled after the LOA end date.

Failure to Return

The University will advise the student, prior to granting the LOA, the affect that failure to return from an LOA may have on loan repayment terms, including the expiration of the student's grace period. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance.

If the student reenters, after withdrawing from the University, the previously approved LOA days will count towards the student's LOA maximum of 180 days in a 12-month period.

Overawards and Overpayments Policy

Overview

The Overawards and Overpayments Policy addresses how and when the University is required to resolve overawards and overpayments that occur in a student's financial aid package.

Policy

An overaward occurs when a student's financial aid package exceeds financial need or when the total of all awards exceeds the cost of attendance (COA). Over-awards are usually the result of the student receiving financial assistance the University was not aware of when the student was packaged and/or awarded. The over-award becomes an overpayment if the University cannot correct the issue before funds are disbursed to the student.

Pell Grants

The Federal Pell Grant is never adjusted to account for other forms of financial assistance. Therefore, if a student's financial aid package exceeds need, the University will first attempt to eliminate the overaward by reducing other financial aid awarded. If the University awards a Pell Grant to an ineligible student, that award becomes an overaward and must be resolved.

If the University makes a Pell Grant overpayment for which it is not liable and the student is still enrolled, the University will submit an Overpayment template and return the funds on behalf of the student. The student is repackaged according to eligibility and owes the University, rather than the Department of Education, any Pell grant funds he/she was ineligible to receive. If the student withdraws from the University and the Return to Title IV calculation results in a Pell Grant over-payment, the University immediately sends a written notice to the student requesting repayment of the overpayment amount. The notice includes a statement that failure to make the repayment, or make satisfactory repayment arrangements with the holder of the overpayment will make the student ineligible for further federal financial aid until the overpayment is resolved. Students are not liable for, and the University is not required to attempt recovery of or refer to the Secretary, a Pell Grant overpayment that is less than $50 and is not a remaining balance.

If the student fails to repay the Pell Grant overpayment or make satisfactory re-payment arrangements, after the University has contacted the student, it must refer the overpayment to the Secretary for collection purposes.

Iraq and Afghanistan Service Grants (IASG)

The IASG, like the Federal Pell Grant, is never adjusted to account for other forms of financial assistance. If a student's financial aid package includes an IASG and the package exceeds need or COA, but the IASG by itself does not exceed the student's need, the University must reduce other financial aid to eliminate the over-award. However, if the IASG payment by itself exceeds the student's COA for a period of enrollment, the total amount of the IASG must be reduced to the federal financial aid (Title IV) COA for the period of enrollment.

If a student receiving an IASG becomes eligible during the award year, the University must treat the Pell Grant as Estimated Financial Assistance (EFA) and may need to adjust the student's financial aid package.

Campus-Based Funds

The University only disburses the Federal Supplemental Education Opportunity Grant (FSEOG) to students who's FSEOG, combined with other estimated financial assistance (EFA) does not exceed the student's financial need.

Estimated Financial Aid Assistance Exceeds Need

Campus-based funding allows for a $300 overaward tolerance if a student has received additional EFA not included in the calculation of the FSEOG. The $300 threshold is allowed only if an overaward occurs after Campus-Based aid has been awarded and/or disbursed and the University was unaware the student would receive additional financial assistance.

NOTE: Direct loans do not provide for any type of tolerance in need. Therefore, if a student received additional amounts of EFA not included in the calculation of the FSEOG and Pell Grant and the amount results in the total EFA exceeding financial need by more than $300, the University may take, at its discretion, the following steps:

- If the student demonstrates increased financial need and the total amount of EFA does not exceed this increased need by more than $300, no further action will be necessary.
- If the total amount of EFA still exceeds need by more than $300, cancel any undisbursed loan or
- grant funds except for Pell Grant funds.
- If the total amount of EFA still exceeds need by more than $300, treat it as an overpayment that must be eliminated.

Direct Loans

If the University discovers, before disbursing Direct Subsidized
Loan, Direct Unsubsidized Loan, or Direct PLUS Loan funds, that a student will receive (or has received) federal financial aid for the period the loan was intended and it exceeds the amount of financial aid the student is eligible for, the University will reduce or eliminate the overaward by either -

• Using the student’s Direct Unsubsidized Loan, Direct PLUS Loan, state-sponsored or another non-federal loan to cover the EFC, if not al-ready done; or

• Reducing or returning one or more disbursements to eliminate the over-award.

**TEACH Grants**

A TEACH Grant award must be reduced if a student is not receiving any need-based aid and the TEACH Grant, in combination with non-need based EFA, exceeds the student’s COA.

**State Grants and Pell Grant funds only**

In the event there is an overaward, if a student is awarded state grant funds and Pell Grant funds only, state grant funds will be reduced to eliminate this over-award.

**Financial Aid Assistance Exceeds Cost of Attendance**

The University first attempts to eliminate an overaward by replacing the EFC with non-need-based loans and/or the TEACH Grant, provided the student has not been awarded up to the COA. If the overaward is not resolved by replacing the EFC, the University reduces or cancels any future federal financial aid loans or private loans first. The University may also attempt to eliminate an over-award by using actual COA charges for the academic year. If a return of funds is necessary to eliminate the overaward, funds are returned in the following order:

- Private Loan
- Direct Graduate/Professional PLUS Loan
- Direct Parent PLUS Loan
- Direct Unsubsidized Loan
- Direct Subsidized Loan

If the student becomes ineligible for only part of a Direct Loan or PLUS loan, the University will reduce the loan to eliminate the amount the student is ineligible for. If the student has no loans or if the student's financial assistance still exceeds the student's financial need or COA, the University will proceed to reduce institutional grant and/or scholarship aid.

**Reminder** - The University will adjust the financial aid package to prevent an overaward of campus-based funds.

**Conflicting Information and Other Assistance**

The University is responsible for resolving conflicting information in a student’s file. At times, the University may receive financial assistance it was unaware of for a student. If the financial assistance was received after the end of the period of enrollment for a student who is still enrolled or who is intending to re-enroll, the University treats the financial assistance as EFA for the period of enrollment just completed.

**Packaging Policy**

The Packaging Philosophy Policy addresses the University’s calculation of student awards based on costs, period of enrollment, and statutory award maximums.

**Overview**

The Packaging Philosophy Policy addresses the University’s calculation of student awards based on costs, period of enrollment, and statutory award maximums.

**Policy**

Prior to determining a student’s eligibility for federal financial aid, the University confirms a valid output document - Institution Student Information Record (ISIR) - is on file.
Grants and Scholarships

Grants and scholarships awarded:
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Scholarships
- State Grants
- Need-Based Institutional Grants
- Teacher Education Assistance for College and Higher Education (TEACH) Grant

Determining Remaining Need

Self-help aid is awarded to meet remaining need as follows:
- Federal Direct Subsidized Loan
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Direct Unsubsidized Loan
- Parent PLUS Loan
- Federal Direct Graduate/Professional PLUS Loan

Students eligible for a Graduate/Professional PLUS loan who do not request the maximum Direct unsubsidized loan amounts they are eligible for, are notified of their maximum unsubsidized loan eligibility, the loan interest rate for Direct Unsubsidized Loans and PLUS Loans, providing the opportunity to request the maximum Direct Unsubsidized Loan they are eligible for.

Estimated Financial Assistance

The University considers need-based aid as well as non-need-based aid as estimated financial assistance (EFA) when packaging financial aid for a student. EFA includes, but is not limited to, the following:
- Federal Pell Grant
- Campus-Based Aid
- State Grants
- TEACH Grant
- Scholarships
- AmeriCorps *
- Fellowships or Assistantships
- Tuition Assistance
- Waivers/Discounts
- Direct Subsidized and Unsubsidized Loans
- Direct Parent and Graduate/Professional PLUS Loans
- Private Loans
- Iraq and Afghanistan Service Grants are not considered EFA.

Therefore, they are never included in determining if a student's financial assistance exceeds need or COA. Likewise, if a student's other financial assistance exceeds a student's need or cost of attendance, as applicable, the student's Iraq Afghanistan Service Grant should not be reduced in eliminating the excess. However, and Iraq and Afghanistan Service Grant may be reduced if it alone exceeds a student's COA.

If an IASG recipient becomes eligible for the Federal Pell Grant during the award year, the University will treat the Federal Pell Grant as EFA, and may need to adjust the student's financial aid package.

* The University does not count AmeriCorps benefits as EFA when determining eligibility for a subsidized direct loan; however, the University does include AmeriCorps benefits when determining eligibility for a direct unsubsidized loan.

Overlapping Academic Years

If a student begins a program at the University prior to the expiration of his/her previous program's academic year (AY), the University will award all federal financial aid based on the remaining portion of the overlapping AY. The federal funds received for the prior AY do not count as EFA when awarding funds for the new program. However, the overlapping AY's funding is based on the remaining loan and grant eligibility, accounting for what the student received in the pro-gram. (Refer to the External Transfers, Program Changes, and Advancing Programs Policies for additional information)

Awarding State Grants

If a student is awarded state grant funds and an ISIR has a C-code(s) or is selected for verification, the University does not award the funds until the C-code(s) are resolved and/or verification requirements are met.

Conflicting Information and Other Resources

The University is responsible for resolving conflicting information in a student's file. At times, the University may receive aid it was unaware of for a student. If the aid was received after the period of enrollment ended for a student who is still enrolled or is intending to re-enroll, the University will treat the aid as EFA for the period of enrollment just completed.

Private Loan Policy

Overview

The Private Loans Policy addresses the University’s participation in the private loan program. Private loans are available to help students supplement, not supplant, federal financial aid eligibility.

Policy

The University recommends that private loans be considered only after all federal and state financial aid options have been exhausted. Private loans may be available for both students and parents who are not eligible for need-based financial aid or who want to supplement their federal and state financial aid. These loans are made privately through lenders and other financial institutions and are subject to a credit review and individual lender terms and conditions. For debt management purposes, we encourage applicants to first complete the federal financial aid application to determine eligibility for grants and direct loans and to borrow wisely, utilizing funding solely for direct educational expenses related to attendance at the University.

Eligibility

Private lenders determine student and/or parent eligibility for private loans. These amounts are limited to the cost of education minus other aid.

Application and Awarding Process

Most private loans are certified by the university to avoid over awarding. Students who apply and receive a private loan on their own must report it to the University as estimated financial aid assistance. The total amount of assistance received from all sources of funding, including scholar-ships, financial aid, tuition discounts and private loan programs cannot exceed the student's total cost of attendance (COA). Certain private loan products are limited to direct costs less other aid awarded.

Disbursement

Private loans are disbursed via electronic funds transfer directly to the student's tuition account in a single disbursement at either the beginning of the loan period or school certification, which-ever is later. Excess private loan funds are returned to the student upon their request, unless the loan is limited to direct educational costs.

Leave of Absence (LOA)

A leave of absence (LOA) is a temporary interruption in a student's
program of study, whether necessitated by a planned or an unantici-
pated event or circumstance. Students receiving only private
loans are eligible for an LOA at the University. (Refer to the Leave
of Absence policy for further information on LOA requirements)

Overawards
If the total amount of assistance received from all sources of fund-
ing, as indicated above, exceeds the total COA, the University will
return funds to the lender based on funds available on the stu-
dent's tuition account. This is determined by the Overawards Pol-
icy as follows: 1) Private Loan, 2) Parent and Graduate/Profes-
sional PLUS Loan 3) Direct Unsubsidized Loan 4) Direct
Subsidized Loan.

Refunds
If the student is out of attendance greater than 14 consecutive days
and no LOA is approved, any excess funds remaining after the
Return of Title IV (R2T4) Calculation and/or institutional refund
policies are calculated will be returned to the private loan lender.

Self-Certification Form
Students applying for a private loan are required to complete a
Self-Certification form before the lender can disburse funds to the
University. Students complete the form directly with the lender.
However, the University may assist in completion of the form. If an
enrolled or admitted student requests a self-certification form, the
University will provide the written or electronic form the self-certi-
fication form developed by the Secretary. The University will con-
tinue processing federal financial aid funds and certifying loans in
accordance with federal regulations.

Professional Judgement Policy
The Professional JudgmentPolicy addresses the University’s treat-
ment of a student, on a case-by-case basis, when the student has
special circumstances that are not sufficiently addressed by a stan-
dard approach. Special circumstances include conditions that dif-
ferentiate an individual student from a whole population of

Policy
The University uses professional judgment on a case-by-case basis.
The reason is documented in the student's file as it relates to the
student’s special circumstances. The University does not ac-
cept adjustments made for a student by another school, but reviews the
student’s circumstances and, if appropriate, documents the profes-
sional judgment decision made on the student's behalf. The Uni-
vity’s decision regarding professional judgment adjustments is
final and cannot be appealed to the U.S. Department of Education.
(For additional information, refer to the Student Parent Eligibility
Policy. Refer to the HEROS Act Policy for information on affected
individuals)

Special Circumstances
The purpose of professional judgment adjustments is to allow
schools the ability to accommodate special circumstances; the U.S.
Department of Education does not provide detailed information on
when the University may make adjustments. Examples in the HEA
include the following:
• elementary or secondary school tuition,
• medical or dental expenses not covered by insurance,
• nursing home expenses not covered by insurance,
• dependent care,
• unusually high child care costs,
• a student who is a dislocated worker,
• the loss of employment of an independent student,
• cases where a family member is a dislocated worker
• cases where a change in the student's housing status results in
  homelessness,
• recent unemployment of a family member, or
• other changes in the family’s income, assets or a student's status
• Number of parents enrolled at least half-time in a degree,
  certificate, or other program leading to a recognized educational
  credential at an institution with a program participation
  agreement
The University may use professional judgment to increase or
decrease one or more of the data elements used to calculate the
Expected Family Contribution (EFC). The University may also use
professional judgment to adjust the student’s cost of attendance
(COA). Inconsistent or conflicting information shown on the out-
put document will be resolved before making any adjustments.
Use of professional judgment is neither limited to nor required in
the situations mentioned above.

The University will not
• Modify either the formula or the tables used in the EFC
calculation, but may only change values of specific data
elements used in the EFC calculation;
• Use professional judgment to waive general student eligibility
requirements or to bypass the intent of the law or regulations.
For instance, the University will not use professional judgment
to change Federal Supplemental Education Opportunity Grant
(FSEOG) selection criteria.
• Include post-enrollment activity expenses in the students Cost
of Attendance. For example, professional licensing exam fees are
not allowable costs.

The University will use fairness during the decision making process
and will not adjust data elements used to calculate the stu-
dent’s EFC, recurring costs such as vacation expenses, tithing
expenses and standard living expenses related to utilities, credit
card expenses, and children’s allowances. In reviewing unusual
expenses, the University reviews the income protection allowance
(IPA) to determine if the expense is already included in the EFC
calculation.

Program Changes Policy
The Program Changes policy details the University’s treatment and
determination of federal financial aid eligibility for students who
change programs during an open payment period at the Univer-
sity.

Policy
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determination of federal financial aid eligibility for students who
change programs during an open payment period at the Univer-
sity.

Program Changes
Federal regulations require the University to evaluate the federal
financial aid award for a student who has changed programs dur-
ing an open payment period to determine whether or not the stu-
dent may remain in the same payment period or if the student will
be required to begin a new academic year (AY) and payment
period. For a student to be considered in the same payment period,
all five (5) of the following conditions must be met:
• The student is continuously enrolled at the University
• The courses in the payment period the student is transferring to
  are substantially similar to the courses the student will be
  taking in the new program
• Credits associated with the courses transfer to the new
program
• The payment periods are substantially equal in weeks of instruction and credit hours
• There are little or no changes in tuition and fee charges associated with the payment period
• The credits successfully completed and earned in payment period for the program the student is transferring out of are accepted for credit in the new program

If All Five Conditions Are Met
If all five (5) conditions are met, the student will remain in the original payment period and AY. However, adjustments to disbursement dates, payment period start and end dates, and the AY end date may be made to address any changes to when the student will complete the required credit hours and weeks of instructional time of the AY.

If All Five Conditions Are Not Met
If all five (5) conditions are not met, the University will perform a Return of Title IV (R2T4) calculation to withdraw the student from the payment period for the program the student is transferring out of and update the program’s AY/loan period (LP) accordingly. (Please refer to the Return to Title IV Policy for additional information)

Once the Return to Title IV (R2T4) calculation has been completed and all required federal aid funds returned as required, the University will package the student for the new program based on a new AY/LP as follows:

Federal Pell Grant Award
If the student is eligible for the Federal Pell Grant, the University must identify the amounts of Federal Pell Grant already received for the federal award year in the program the student transferred out of and determine the percentage of the student's annual scheduled Federal Pell Grant award already used.

To calculate the student’s remaining eligibility, the University uses the following formula:

\[
\text{Pell disbursed in prior program} \div \text{Scheduled award in prior program} = \% \text{ of Scheduled Award used}
\]

The University then determines the maximum percentage of the scheduled Federal Pell Grant Award the student may receive in the new program by using the following formula:

\[
\frac{100\text{ Percent of Scheduled Award}}{-\text{Percentage of Scheduled Award used}} = \text{Maximum Percentage of Scheduled Pell Award student may receive}
\]

When calculating the student’s Federal Pell Grant award, the University will also ensure the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU).

The remaining Federal Pell Grant award amount is not divided equally across the payment periods in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student’s remaining eligibility for each payment period, except that no payment period disbursement can exceed 50% of the scheduled annual award.

Federal Pell Grant Example: A student transfers from the AAB program to the BSBA program at the University and all five conditions are NOT met.

Pell Data from the prior program at the University

<table>
<thead>
<tr>
<th>Scheduled Pell award</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell award kept as a result of the R2T4 calculation</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

The University must now determine the student’s remaining Pell eligibility for the federal award year to determine the amount it may actually award to the student.

Pell Calculations by the University

<table>
<thead>
<tr>
<th>Scheduled Pell award</th>
<th>$4,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Pell award already used in the prior program</td>
<td>$1,500/$4,000 = 37.5%</td>
</tr>
<tr>
<td>Percentage of remaining Pell eligibility</td>
<td>100% - 37.5% = 62.5%</td>
</tr>
<tr>
<td>Student's remaining Federal Pell Award</td>
<td>$4,000 x 62.5% = $2,500</td>
</tr>
</tbody>
</table>

The student's remaining Federal Pell Grant eligibility is $2,500. Since this amount is more than half of the scheduled Federal Pell Grant award, the award must be disbursed in two payment periods. The student may receive half of the scheduled Federal Pell Grant award in the first payment period, and the remainder of the amount in the second payment period as long as the second payment period falls in the same award year.

Pell Disbursement in the new program at the University

| First payment period | $2,000 |
| Second payment period | $500 |

Federal Direct Loan Award
If the student is eligible for the Federal Subsidized and/or Unsubsidized Direct Loan program, the new AY/LP will be a full AY/LP and will be limited to the student's remaining annual loan eligibility if the new program is at least an academic year in length. If the new program is less than an academic year in length or the remaining coursework represents less than an academic year in length, the student's annual loan limit eligibility is the lesser of the remaining annual loan eligibility or the prorated loan eligibility based on
credit hours to be completed in the new program.

Federal Direct Loan Example: A student transfers from the AAB program to the BSBA program at the University, and all five conditions are NOT met. In the BSBA program, the student is a third year, independent undergraduate student with a maximum annual Subsidized Loan eligibility of $5,500 and Unsubsidized Loan eligibility of $7,000.

Direct Loan Data from the Prior Program at the University
Subsidized Loan disbursed $1,688
Unsubsidized Loan disbursed $2,250

The University must now determine the student’s remaining Subsidized and Unsubsidized Loan eligibility for the overlapping academic year in the BSBA program.

Remaining Calculations to Determine Remaining Eligibility for New Loan Period in New Program

Remaining Subsidized Loan Eligibility for New Programs LP
(Annual Subsidized Loan Limit - Subsidized Loan funds already disbursed)
$5,500 - $1,688 = $3,812

Remaining Unsubsidized Loan Eligibility for New Programs LP
(Annual Unsubsidized Loan limit - Unsubsidized Loan funds already disbursed)
$7,000 - $2,250 = $4,750

These remaining loan fund amounts will be disbursed based on the payment periods in the new program’s loan period at the University. (Refer to the Disbursements Policy for additional information)

Program Change after Payment Period Is Completed

If the student changes programs after successfully completing a payment period and prior to starting another payment period, regardless of the five (5) conditions, the University will not perform an R2T4 calculation because the student completed the payment period for which funds were disbursed. Students in these scenarios will remain in the same AY/LP and will be required to complete the remaining credits and weeks of the AY/LP.

Program Change Effective Date

The program change effective date will be the start date of the first course the student will attend in the new program. This is also known as the program begin date.

Program Version Changes

A student enrolled at the University who changes versions of a program is not a student who is changing programs for federal financial aid purposes. Therefore, the University will not reevaluate payment periods for students changing versions of the same program at the University.

Re-Entry Policy

Overview

The Re-entry Policy addresses how the University will treat students when they withdraw from the University and re-enter the same program within 180 days, or withdraw from the University and re-enter after 180 days or into a different program of study. The 180 day break is determined by counting the days between the student’s official last date of attendance (OLDA) and the course start date when the student returns. This federal financial aid Re-entry policy is separate from the institution’s Academic Program Re-entry policy.

Policy

Re-entry within 180 days

When a student withdraws from the University and re-enters within 180 days to the same program at the University, the student remains in the same payment period the student was in when originally withdrawn.

The cost of attendance (COA) for a student who re-enters within 180 days will reflect the original educational costs associated with the payment period from which the student withdrew.

The student is immediately eligible to receive all federal financial aid funds returned when the student withdrew. The University will take the following actions, if applicable, for a student who re-enters the same program within 180 days:

- Re-disburse federal financial aid that was disbursed and returned under the Return of Title IV (R2T4) provisions
- Disburse federal financial aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew
- Cancel any overpayments assessed to the student as a result of the prior withdrawal that were disbursed on re-entry

The student becomes eligible for subsequent federal financial aid payments when the payment period for which he/she was paid is completed.

If the date of a student’s return is outside the period for which the loan was originated, the University will extend the original loan period (LP) and originate a new loan. Additionally, if the scheduled date for a second disbursement is outside the period the loan was originated, the University will extend the LP and the date(s) for the second and any subsequent disbursement.

If a student returns to the University within 180 days and before federal financial aid funds are returned due to an R2T4 calculation, the University will not return the funds.

If a student withdrew, had a previous overpayment referred to Debt Resolution Services, and re-enters within 180 days, the University will send Debt Resolution Services a fax identifying the student overpayment. The fax will state the overpayment should be made void as the student has returned to the University.

Re-entry Within 180 days and in a New Federal Award Year

If a student re-enters the University within 180 days and was originally enrolled in a payment period that began and was scheduled to end in one federal award year, but returns after the end of that federal award year, the University will disburse any remaining funds using the original federal award year. The University will follow this process as long as the original federal award year is still open. If the original federal award year is closed and the student is due additional Pell funds from the closed federal award year, the University will request the Pell Grant funds through the Common Origination and Disbursement (COD) website.
If the student was originally awarded campus-based funds and the funds are no longer available from the original federal award year, the University may award funds from the current federal award year if funds are available. However, this does not increase the annual maximum campus-based funds award a student may receive.

If the student was awarded Direct Loan (DL) funds and the original federal award year is still open, the University will recover the DL funds from that federal award year. If the original federal award year is closed, the University will award the student remaining DL funds using current federal award year paperwork. However, the original LP dates along with original cost of attendance and expected family contribution will be used to award the remaining DL funds.

**Re-entry after 180 days Or Re-entry into a Different Program**

When a student withdraws from the University and re-enters after 180 days have elapsed or re-enters into a different program of study at any time, the University will award the student based on new payment periods. The length of the program will be the number of credit hours and weeks of instructional time remaining in the program the student re-enters. If the remaining credit hours and weeks of instruction constitute one-half of an academic year (AY) or less, the remaining hours will constitute one payment period.

If the start of the new AY overlaps with a previous AY, meaning the start of the new program begins before the calendar end date of the previous program’s AY, prior funds disbursed will be taken into consideration when packaging the student for the new program.

**Return of Title IV Policy**

**Overview**

The Return of Title IV Policy addresses federal financial aid recipients who withdraw from the University and are subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The University is required to review the amount of credit and weeks of instructional time remaining in the program the student re-enters. If the remaining credit hours and weeks of instruction constitute one-half of an academic year (AY) or less, the remaining hours will constitute one payment period.

If the start of the new AY overlaps with a previous AY, meaning the start of the new program begins before the calendar end date of the previous program’s AY, prior funds disbursed will be taken into consideration when packaging the student for the new program.

**Policy**

When a federal financial aid recipient withdraws from the University prior to the end of a payment period, an R2T4 calculation must be performed to determine the amount of federal financial aid funds earned as of the date of withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS loan, the difference between these amounts is returned to the applicable federal financial aid program(s).

The University is required to review the amount of credit and weeks of instructional time remaining in the program the student re-enters. If the remaining credit hours and weeks of instruction constitute one-half of an academic year (AY) or less, the remaining hours will constitute one payment period.

If the start of the new AY overlaps with a previous AY, meaning the start of the new program begins before the calendar end date of the previous program’s AY, prior funds disbursed will be taken into consideration when packaging the student for the new program.

**Return Calculation**

The amount of federal financial aid earned is calculated by determining the percentage of aid earned and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. The payment period is defined as the period of time it takes the student to complete at least one-half of the weeks and credits in the student’s academic year. For purposes of determining earned federal financial aid, a student’s aid is considered disbursed if it is disbursed as of the student’s last date of attendance. As long as conditions for a late disbursement (described below) are met prior to the date the student became ineligible (the student’s last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

**Conditions for a Late Disbursement (Including Post Withdrawal Disbursements)**

- The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS loan)
- The University originated a Direct Loan (DL)
- The University made the award to the student for a Federal Perkins loan or Federal Supplemental Educational Opportunity Grant (FSEOG)
- The University originated the award to the student for the TEACH Grant program

The University does not include as a post withdrawal disbursement any funds the University was prohibited from disbursing on or before the date the student withdrew, which would apply to the following: (Additional information is available in the Disbursements Policy)

- Second or subsequent disbursements of DL funds unless the student has graduated or successfully completed the loan period.
- Second disbursements of DL for the period that the University is prohibited from making until the student successfully completes one-half of the weeks of instructional time and one-half the credit hours in the academic year.
- Disbursements of DL or Perkins loan funds for which the borrower has not signed a promissory note.
- Disbursements of Federal Pell Grant, Iraq Afghanistan Service Grant, and TEACH Grant funds to a student for whom the University did not receive a valid SAR or a valid ISIR by the deadline date established by the Secretary in the Federal Register.
- Federal Pell Grant, Iraq Afghanistan Service Grant, and TEACH Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.
- Disbursements of DL funds to a first-year, first-time borrower who withdraws before the 30th day of the student’s program of study

**Inadvertent Overpayments**

An inadvertent overpayment occurs when the University disburses funds to a student no longer in attendance but prior to the date the University determines the student withdrew from the program. This would include any federal financial aid fund disbursements made after the student’s last date of attendance but prior to the University’s determination that the student was withdrawn. These inadvertent overpayments are included in the R2T4 calculation as aid that could have been disbursed.

Only students who meet late disbursement criteria are entitled to
keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment cannot be made as a late disbursement, the University returns the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment can be made as a late disbursement, the University returns only the unearned portion of the inadvertent overpayment within 45 days of the University’s date of determination that the student withdrew (Refer to the Disbursements Policy for further information). Unearned inadvertent overpayments are returned according to the requirements for the return of unearned funds.

**Verification and the Return Calculation**

If a student provides required verification documents after withdrawing from the University, but within 30 days of the date of the notification informing the student of the requirements, and in time for the University to meet the 30-day Return deadline, the University performs the R2T4 calculation based on all federal financial aid the student had established eligibility for prior to the withdrawal.

For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline but before the earlier of 120 days after the student’s last date of attendance or the deadline established by ED each award year, the University reviews and addresses eligibility as required.

If a student does not provide all verification documents in time for the University to complete verification and meet the R2T4 deadlines, the University includes in the R2T4 calculation only the federal financial aid that was not subject to verification (unsubsidized and PLUS loan funds) and for which the conditions of a late disbursement were met prior to the withdrawal. (Refer to the Verification Policy for additional information.)

**Institutionally Scheduled Breaks**

Institutionally scheduled breaks of five or more consecutive days are excluded from the R2T4 calculation. This includes all holiday, inclement weather, and administrative breaks of five or more consecutive days.

**When Funds are Disbursed Using Different Payment Periods**

When the University disburses different types of aid using different payment periods, e.g., one payment period for disbursing grant funds and another payment period for disbursing DL, only one payment period is used in determining earned funds. The payment period ending later is used for the R2T4 calculation.

**Percentage of Federal Financial Aid Earned**

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student’s last date of attendance in the payment period. This percentage is determined using the University’s rate of progression calculation. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

**Rate of Progression Calculation**

The percentage of the period completed is calculated as follows:

\[
\text{Percentage of Federal Financial Aid Earned} = \left( \frac{\text{Number of calendar days completed in the payment period}}{\text{Total number of calendar days in the payment period}} \right) \times 100\%
\]

**Total Calendar Days Completed in the Payment Period**

The total number of calendar days completed in the payment period (numerator) is the count of calendar days from the payment period start date to the student’s last date of attendance.

**Required Adjustments to Calendar Days Completed in the Payment Period**

Calendar days are removed from calendar days completed in the payment period if any of the following occurred between the payment period start date and the student’s last date of attendance:

- Institutionally scheduled breaks of five (5) consecutive calendar days or more
- Holidays
- Inclement Weather
- Administrative
- Student scheduled or selected breaks of five (5) consecutive calendar days or more between courses
- All approved Leave of Absence calendar days
- Unapproved breaks of less than 180 days (Refer to the Re Entry Policy for additional information)

**Total Calendar Days in the Payment Period**

The total number of calendar days in a payment period (denominator) is determined based upon the number and type (credential level and modality) of credits awarded in the payment period.

**Required Adjustments to Calendar Days in the Payment Period**

Additional calendar days will be added to the payment period for unsuccessful course(s) completions with grades of I, IX, IP, QC, F, or W that occurred in a course prior to the course the student’s last date of attendance occurs within.

If the payment period needs to be extended, it is extended by a defined number of days based upon the following credential levels and modalities:

- **Associates Program** (9 week courses) - 63 days if one or two courses are needed, 126 days if three or four courses are needed
- **Associates Program** (5 week courses online) - 35 days if one course is needed, 70 days if two courses are needed, 105 days if three courses are needed, etc.
- **Associates Program** (5 week courses ground) - 29 days if one course is needed, 58 days if two courses are needed, 87 days if three courses are needed, etc.
- **Bachelor Program Online** - 35 days if one course is needed, 70 days if two courses are needed, 105 days if three courses are needed, etc.
- **Bachelor Program Ground** - 29 days if one course is needed, 58 days if two courses are needed, 87 days if three courses are needed, etc.
- **Master’s/Doctoral Program Online** - 42 days if one course is needed, 84 days if two courses are needed, 126 days if three courses are needed, etc.
- **Master’s/Doctoral Program Ground** - 36 days if one course is needed, 72 days if two courses are needed, etc.

**Please note:** Additional calendar days are NOT added for the course(s) in which the student’s official last date of attendance falls within. This includes any course(s) the student was enrolled in, but did not complete at the time of withdrawal.

Calendar days are removed from the calendar days in the payment period if any of the following occurred or is scheduled to occur from the payment period start date to the payment period end date:
Institutionally scheduled holiday breaks of five (5) consecutive
calendar days or more
- Student scheduled of selected breaks of five (5) consecutive
calendar days or more between courses
- All approved Leave of Absence calendar days
- Periods of non-enrollment of five (5) consecutive calendar
days or more due to administrative and inclement weather closures
- Unapproved breaks of less than 180 days (Refer to the Re Entry
Policy for additional information)

Rate of Progression Examples
The following examples illustrate the rate of progression calculation
outlined above. The figures provided are examples only; actual amounts may vary for each student.
- Bachelor Program Online
  - Last date of attendance is 07/15/20XX
  - Payment Period is 06/07/20xx to 10/24/20xx

Course Schedule:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th># of Days in Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #1</td>
<td>3.0</td>
<td>35</td>
<td>06/07/20XX</td>
<td>07/11/20XX</td>
<td>SMITH W</td>
<td></td>
</tr>
<tr>
<td>Course #2</td>
<td>3.0</td>
<td>35</td>
<td>07/12/20XX</td>
<td>08/15/20XX</td>
<td>JONES</td>
<td></td>
</tr>
<tr>
<td>Course #3</td>
<td>3.0</td>
<td>35</td>
<td>08/16/20XX</td>
<td>09/19/20XX</td>
<td>JOHN-SON</td>
<td></td>
</tr>
<tr>
<td>Course #4</td>
<td>3.0</td>
<td>35</td>
<td>09/20/20XX</td>
<td>10/24/20XX</td>
<td>BROW N</td>
<td></td>
</tr>
</tbody>
</table>

The total number of days the student is scheduled to complete
(prior to the withdraw-al) is 140. However, because the student
received a “W” in course #1, 35 calendar days will be added to the
payment period for this unsuccessful course completion which
occurred in a course prior to the course the student's last date of
attendance occurs within. Therefore, the new total number of days
in the payment period is 175.

Rate of Progression Calculation

The percentage of the payment period completed = 22.28%

<table>
<thead>
<tr>
<th>Days Completed</th>
<th>Total Days</th>
<th>Percentage of Payment Period Completed</th>
<th>Federal Financial Aid Disbursed For the Payment Period</th>
<th>Disbursed Financial Aid Earned*</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>175</td>
<td>22.28%</td>
<td>$12,500</td>
<td>$2,785</td>
</tr>
</tbody>
</table>

*Estimate for illustrative purposes only.

Title IV Credit Balance and the return calculation
A Title IV credit balance created during the period is not released
to the student nor returned to federal financial aid programs prior
to performing the R2T4 calculation. The University holds these
funds even if, under the 14-day credit balance payment require-
ments, funds are otherwise required to be released.

In the R2T4 calculation, the University includes any federal finan-
cial aid credit balance as disbursed aid. Although not included in
the R2T4 calculation, any federal financial aid credit balance from a
prior payment period in the academic year that remains on a stu-
dent’s account when the student withdraws is included as federal
financial aid funds for purposes of determining the amount of any
final federal financial aid credit balance when a student with-
draws. Upon application of any applicable refund policies, a fed-
eral financial aid credit balance is allocated first to repay grant
overpayments owed by the student as result of the current with-
drawal.

Within 14 days of the date that the University performs the R2T4
calculation, the University pays any remaining federal financial aid
credit balance in one or more of the following ways:
- Pay authorized charges at the University.
- To the student (or parent for a PLUS loan).

The University applies its own refund policy before allocating a
federal financial aid credit balance. However, the University does
not actually complete the refund process before completing the
steps for allocating the federal financial aid credit balance.

If the University is unable to locate the student (or parent) when
attempting to pay a credit balance, it returns the funds to federal
financial aid programs. (Refer to the Federal Financial Aid Credit
Balance Policy for further information)

Return of Unearned Aid
In the R2T4 calculation, the total Amount Disbursed plus Amount
that Could Have Been Disbursed to the student or on the student’s
behalf, minus the Amount of Federal Financial Aid Earned by the
Student determines the amount of federal financial aid funds
unearned and required to be returned to the funding source.
When a return of federal financial aid is required, the University and the student may both need to return funds. The University returns the lesser of the following amount to the appropriate federal financial aid program(s):

- The total amount of unearned aid; or
- The amount equal to the total University charges incurred by the student for the payment period multiplied by the percentage of unearned aid.

University (institutional) charges incurred by the student include tuition, fees, books and directed study (including state sales tax) initially assessed the student for the entire payment period. Initial charges are only adjusted for changes the University makes prior to the student’s withdrawal. The amounts of institutional charges included in the R2T4 calculation are those charged or anticipated to be charged to the student’s account. Although institutional charges may not have actually been charged due to the student’s withdrawal, the University uses the actual charges to date, to include full tuition, fees, books and directed study (including sales tax) for each course in the payment period, and estimate remaining charges based on the students’ primary campus. Institutional charges include all invoiced and scheduled charges, as well as any adjustments made to correct these charges, that occur prior to the beginning of the course from which the student withdrew.

Tuition waivers for military students and Campus Footprint initiative are not counted as Estimated Financial Aid (EFA) and will be subtracted from institutional charges in the R2T4 calculation.

If after the student withdraws, the University changes the amount of institutional charges it assessed, or decides to eliminate all institutional charges, those changes do not impact the charges or aid earned in the calculation.

The University returns federal financial aid funds to programs in the following order, up to the net amount disbursed from each:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Federal Perkins loans
- Federal Direct PLUS (Graduate Student)
- Federal Direct PLUS (Parent of Dependent Student)
- Federal Pell Grants
- FSEOG
- TEACH Grants
- Iraq & Afghanistan Service Grant (IASG)

After the University allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above for the University. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the University from the total amount of unearned federal financial aid funds to be returned.

The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant. The amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds one-half of the total federal financial aid grant funds received by the student. (Additional information is available in the Overawards and Overpayments Policy)

The University may round final repayment amounts, for which the University and student are responsible, to the nearest dollar.

**Timelines for Return of Funds**

The University completes a student’s R2T4 calculation within 30 days of the University’s date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn. (Refer to the Withdrawal Policy for information on the University’s date of determination) If a student is eligible for a post-withdrawal disbursement, refer to the Disbursements Policy for information on specific timelines.

**Deceased Student**

If the University receives reliable information indicating an individual borrower or student for whom a parent received a PLUS loan dies, the University suspends further awarding and disbursements. An original or certified copy of the death certificate or accurate and complete photocopy of the original or certified copy of the death certificate is requested and forwarded to the Secretary of Education (Secretary). Under exceptional circumstances and on a case-by-case basis, the Secretary may approve a discharge based upon other reliable documentation supporting the discharge request.

**Determination of Withdrawal of a Deceased Student**

The withdrawal date for a deceased student is the last date of academic attendance or attendance at an academically related activity determined from University attendance records. The date of determination is the date the University becomes aware of the student’s death. (Refer to the Withdrawal Policy for further information)

**Return of Title IV Funds for a Deceased Student**

The amount of federal financial aid funds earned by the student is calculated according to the Return of Title IV Funds (R2T4) calculation. If the calculation indicates the amount of funds earned is less than the amount disbursed to the student, or on behalf of the student in the case of a PLUS loan, the difference between these amounts is returned to the appropriate federal financial aid programs. The University does not report grant overpayments for deceased students to NSLDS or refer a grant overpayment to Debt Resolution Services, as the student’s estate is not required to return any federal financial aid funds.

The following represents procedures the University follows if a plus credit balance of federal financial aid funds, created from funds disbursed before the death of the student, exists after the completion of the R2T4 and the University’s refund calculations:

- Pay authorized charges owed to the University.
- Return any federal financial aid grant overpayments owed by the student for previous withdrawals from the University.
- Return any remaining credit balance to the federal financial aid programs.

If the University previously referred a grant overpayment to Debt Resolution Services, documentation will be forwarded by the University indicating the student is deceased. Based on this information and documentation, Debt Resolution Services will remove the overpayment from the student’s records.

Although the student may be eligible to receive a post-withdrawal or late disbursement, the University is prohibited by federal financial aid Title IV regulations from further disbursements and will, therefore, not request additional funds from federal financial aid programs nor send out a post withdrawal letter.
Satisfactory Academic Progress (SAP) Policy

Overview
The University’s Federal Financial Aid Satisfactory Academic Progress (SAP) policy determines whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV, HEA programs. This federal financial aid SAP policy does not supersede the institution’s academic SAP policy.

Policy
Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student’s academic program.

Qualitative Measure
Grade Point Average
Undergraduate students must have a cumulative program grade point average (GPA) of 2.0 at the end of each completed payment period, unless otherwise defined by academic policy. Graduate students must have a program GPA of 3.0 at the end of each completed payment period.

A student’s cumulative program GPA is calculated using only those grades earned at the University for the current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed.

Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

Qualitative Exclusions
The following are excluded from the qualitative computation:
- Waivers
- National Testing Programs
- Courses with the following grades:
  - IN PROGRESS EXTENSION (IX)(provided there is no formal grade)
  - AUDIT (AU)
  - Incomplete (I)
  - In Progress (IP)
  - No grade awarded (QC)
  - Passing (P)
  - Withdrawal (W)
  - Withdrawal/Failing (WF)
  - Waived with Credit (WC)
  - No Credit (NC)
- Orientations with the following completion statuses:
  - Orientation Complete (OC)
  - Orientation Not Complete (ON)
  - Orientation Extension (OX)
- Assessed Credits

Quantitative Measure
Each academic program has a published standard credit load for completion. Pace of completion is automatically evaluated for all periods of attendance at the University, including periods the student did not receive federal financial aid.

Maximum Timeframe
The maximum timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for undergraduate and graduate students. Progress is evaluated cumulatively at the completion of each payment period for a student’s primary program of study to ensure completion of the program within the 150% maximum timeframe.

If a student cannot complete the program of study within the maximum timeframe (as determined at the end of the payment period) the student will be placed on financial aid disqualification (FD) status without the ability to appeal.

Pace of Completion
The quantitative measure for the pace of completion is calculated using the following formula:

\[
\frac{\text{Cumulative number of credit hours the student successfully completed}}{\text{Cumulative number of credit hours the student attempted}}
\]

At the end of each payment period, the student’s pace of completion is evaluated. Students must earn at least 67% of the credit hours attempted toward completion of the primary program of study. Credit hours taken at other institutions and accepted toward a student’s primary program of study at the University are included in both attempted and completed credit hours when measuring pace of completion.

Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measure or program pace.

Included in Pace of Completion
The following are included as attempted in the pace of completion calculation:
- Courses that are waived with credit (WC)
- Assessed Credits
- Withdrawal (W)
- Withdrawal/Failing (WF)
- Courses completed with the following grades:
  - A, B, C, D, and F (+/-)
  - In Progress (IP)
  - Incompletes (I, IX and IF)
  - No grade awarded (QC)

Evaluation
The University evaluates SAP for the student’s primary program of study, based on a completed payment period (generally, at least 12 credit hours). As a result of the evaluation, a student is assigned a federal SAP status.

Financial Aid Warning
Undergraduate students with less than a cumulative 2.0 GPA, or the minimum as stated in policy, and graduate students with less than a 3.0 OR who do not earn 67% of their attempted credits (cumulatively) at the end of a completed payment period, are automatically placed on financial aid warning (FW) status. The University can disburse federal financial aid funds to students on FW status for one payment period.

Financial Aid Disqualification
If a student on FW status does not meet SAP at the end of the sub-
sequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on an FD status. Students who are placed on an FD status are ineligible for federal financial aid.

**Financial Aid Probation**

Students who are granted an appeal will be placed on financial aid probation (FP) status and will have their financial aid eligibility reinstated based on the appeal. The University can disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. The student must meet the University’s SAP standards to maintain federal financial aid eligibility.

**Student Notification**

The University will notify students at any point during their enrollment if they are placed on or taken off the FW, FP, FD or Regular Student (RG) statuses, as these affect student eligibility to receive federal financial aid.

**Student Financial Aid Appeals**

Students placed on FD status due to a violation of the qualitative and/or quantitative standards during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting an appeal to the Student Financial Services - Operations Professional Judgment (SFS-O PJ) Team. The SAP PJ form is located on the financial aid website (FAW). If there are unusual circumstances that should be considered during the appeal process, federal financial aid reinstatement may be possible during a financial aid probation period. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The SAP PJ team reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the SAP PJ team are final.

The University allows a student to have a maximum of two approved appeals during their time at the University. These appeals cannot be consecutive and are only considered if unusual circumstances exist. Examples of unusual circumstances may include, but are not limited to the following:

- Death of a relative
- An injury or illness of the student
- Other special circumstances

Students must explain in the appeals process why the nature and timing of their unusual circumstance(s) directly prohibited them from maintaining SAP, and what has changed in their situation that would allow them to demonstrate SAP at the next evaluation. If students have more than 12 credits remaining in their program of study, they must demonstrate the ability to graduate within the maximum timeframe allowed and meet the GPA requirements. If students have 12 or less credits remaining, they must demonstrate the ability to complete the remaining credits successfully.

**Regaining Eligibility after Payment Period of Ineligibility**

A student who is not making SAP regains eligibility only when the student is in compliance with the University’s SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using non-federal financial aid funds. If the student meets all SAP criteria after the ineligible payment period, the student’s borrower based academic year (BBAY) will start at the beginning of the eligible payment period following the period of ineligibility. The BBAY is packaged for a full 24 credits and 30 weeks of instructional time.

If the ineligible payment period is the second payment period of an academic year/loan period already established, any federal financial aid awarded for the second payment period will be canceled and, if necessary, returned to the funding source.

**Maximum Timeframe**

If at any time during the evaluation period it is determined a student is not going to complete the program of study within the maximum timeframe of 150% of the length of the educational program, the student becomes ineligible for federal financial aid. This determination cannot be appealed.

**Transfer Credits - Qualitative**

A student’s program GPA is calculated using only grades earned at the University in courses that are applicable to the program. Therefore, transfer credits do not apply when calculating the student’s GPA at the University. Transfer credits include credits for all courses not completed at the University that are applied toward the completion of the student’s degree program.

**Transfer Credits - Quantitative**

Credits taken at other institutions and applied towards the student’s program/version at the University are included in both attempted and completed hours when measuring the student’s pace towards completion.

**Program Changes**

Students who change programs at the University are re-evaluated to determine which credits apply to the new program. If the five program change conditions are met (refer to the Program Changes Policy for further information), the student will remain in his/her original academic year. The student’s SAP status is not reset and the student will continue to be evaluated for SAP at the end of each completed payment period as originally established. If the five program change conditions are NOT met, the student’s SAP status will be reset with an effective date of the program change. The student’s SAP status will be evaluated at the end of each completed payment period in the new academic year. If the student changes back to a program he/she was previously in, the student’s SAP status will reflect the status of the original program.

The University will calculate the qualitative and quantitative SAP measures based on all courses applicable to the new program. This includes those courses taken in a previous program that the student’s program GPA at the University. Transfer credits include credits for all courses not completed at the University that are applicable to the program. Therefore, transfer credits do not apply when calculating the student’s program GPA at the University. Transfer credits include credits for all courses not completed at the University that are applicable to the program. Transfer credits are included in the qualitative component. However, credits from all attempts are included when assessing if the student meets the qualitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Repea Couses**

Grades for prior attempts are excluded when calculating the qualitative component. However, credits from all attempts are included when assessing if the student meets the quantitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Note:** Repeat courses taken in a program are counted in the SAP status for that program.

**Concurrent Enrollment**

The University evaluates SAP for the primary program based on completed weeks and credits of a payment period, regardless of whether or not the student is enrolled concurrently. All credits completed at the University applicable to the primary program will apply toward the primary program’s GPA.
Student Parent Eligibility Policy

Overview
The Student Parent Eligibility Policy addresses student and parent eligibility requirements that must be met prior to awarding federal financial aid.

Policy
The University ensures all students meet all eligibility requirements prior to awarding federal financial aid.

Enrollment
Prior to awarding federal financial aid, the University confirms the student is enrolled, or accepted for enrollment, as a regular student at the University. Students must be admitted and matriculated to a program of study eligible for federal financial aid. Students who are not admitted and matriculated will not be certified or disbursed federal financial aid. Any student enrolled in elementary or secondary institutions are not eligible to receive federal financial aid.

Students who are provisionally admitted as described below, must also be matriculated.

- Students in any graduate (non-Doctoral) degree program who meet all admission requirements, except the minimum GPA requirement for their program, may be admitted on a provisional status if the student earned a GPA between 2.0 and 2.49 on the undergraduate degree posted transcript, unless otherwise noted in academic policy.

High School Diploma or Equivalent
Students must be qualified to study at the postsecondary level. For students attending the University, one of the following criteria must be met and appropriate documentation provided:

- High school diploma
  - A copy of the student’s high school diploma
  - Recognized equivalent of a high school diploma
  - General Education Development (GED) certificate
  - California High School Proficiency Examination (CHSPE);
  - HISET Completion Certificate
  - Documentation provided by the State or appropriate Department of Education in the student’s state or jurisdiction indicating that the student has earned a secondary completion credential that has the same rights, privileges, and rigor of a normal High School Diploma
  - An academic transcript indicating the student successfully completed at least a two year program that is acceptable for full credit toward a bachelor’s degree; or
  - A homeschool diploma that is conferred by the state in which it was completed or by an entity that is accredited by an approved body
  - oA DD Form 214 Certificate of Release or Discharge from Active Duty, as long as it indicates that the individual is a high school graduate or equivalent

Note: In cases where it is impossible for a refugee, an asylee or a victim of human trafficking to obtain documentation of his/her completion of a secondary school education in a foreign country, the University may accept self-certification. It must consist of the following:

- Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;

- A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.

- A copy of the entry status documentation that identifies the applicant’s cur-rent or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

Loan Limits
A student is ineligible for federal financial aid if annual or aggregate loan limits made under any federal financial aid HEA loan program have been exceeded or has property subject to a judgment lien for a debt owed to the United States.

Drug Convictions
Students become ineligible for Title IV federal financial aid if convicted of possession or sale of drugs for any offense that occurred during any period of enrollment for which the student was receiving federal financial aid funds. Any conviction that was reversed, set aside, or removed from the student’s record does not count; nor does a conviction received when the student was a juvenile, unless the student was tried as an adult. If the student was convicted of both selling and possessing illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period.

The University will make available to all students, through consumer information, details regarding the penalties for these types of drug violations.

Other departments will send notification to Student Financial Services - Operations (SFS-O) once aware a student has been convicted of any offense involving the possession or sale of illegal drugs, to cancel future federal financial aid disbursements. SFS-O will notify the student of lost eligibility due to a drug violation and provide information regarding the specific penalties, along with information on how to regain eligibility for federal financial aid.

Incarcerated Students
The University of Phoenix must ensure that no more than 25% of its regular students are incarcerated. This percentage will be monitored for the latest completed award year.

An incarcerated student is someone serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. A student in a less formal arrangement, such as a halfway house, home detention, or sentenced to serve only weekends, is not considered to be incarcerated.

Title IV Eligibility for Incarcerated Students
All incarcerated students are:

- not eligible for Title IV federal financial aid loans
- eligible for FSEOG

Students incarcerated in federal or state penal institutions are:

- not eligible for Pell grants

Students incarcerated by jurisdictions defined as a state in the law, such as the District of Columbia, are considered to be in a state penal institution and are:

- not eligible for Pell Grants

Students incarcerated in local penal institutions (local or county jails, penitentiaries, correctional facilities, and juvenile justice facilities) are:

- eligible for Pell grants

Students who are subject to an involuntary civil commitment fol-
lowing incarceration for a sexual offense are

- not eligible to receive Pell grants

Cost of Attendance for Incarcerated Students

Cost of Attendance includes an allowance for tuition, course materials fees, books and supplies, if required in the program of study. No other expenses are included. Allowable costs are assessed at the rate designated in the University’s Student Financial Aid budgets.

Regaining Title IV Eligibility for Incarcerated Students

The University may accept a written self-certification indicating the student is no longer incarcerated. The student becomes eligible for federal financial aid funds as of the date his or her incarceration has ended.

Citizenship

All students must be a U.S. citizen or national or U.S. permanent resident or other eligible noncitizen to receive federal financial aid. A citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive federal financial aid under the Federal Pell Grant but is not eligible for Direct loans. Citizens of Palau are also eligible for FSEOG.

If a student needs to provide documentation to confirm his/her citizenship status and the student is unable to present this documentation in person, the University will allow the student to submit a hard copy or electronic image of the original document. Along with the citizenship documentation, the student must provide an affidavit. The affidavit requires two forms of identification and signature from the student.

Secondary Confirmation

If a student indicates an eligible noncitizen on the FAFSA and provides an A-Number, identifying information will be automatically sent to the Department of Homeland Security (DHS) for primary and, if necessary, secondary confirmation. If the University receives an SAR/ISIR with a secondary confirmation match flag of “P,” the DHS will continue to check its records in a process called automated secondary confirmation. The University will wait at least five, but no more than 15, business days for the result of automated secondary confirmation. If the result is not received by that time, the University will begin the paper process of secondary confirmation.

The University has ten business days after receipt of the documents for immigration status to undergo paper secondary confirmation. The University will notify the student of the final decision based on the secondary confirmation results.

Default

Any student applying for federal financial aid must not be in default on a loan made under any federal financial aid program or HEA loan program.

Overpayments

A student must not currently owe an overpayment of federal grant funds or Federal Perkins loan, to be eligible for federal financial aid.

Selective Service

The University requires men who are age 18 through 25 to register with the Selective Service System. Students, who are exempt or waived from this requirement, are asked to provide the University with supporting documentation for review. The review process is documented along with the supporting documentation provided. If, after the review, the student is not clearly exempt or waived from the requirement to register the University will ask the student to provide a Status Information Letter from the Selective Service.

Unusual Enrollment History (UEH)

The University resolves an Institutional Student Information Record (ISIR) that reports a UEH flag prior to awarding a student Title IV funds. The UEH flags are:

- "N" - No resolution is required by the university; the student’s enrollment pattern is not unusual
- "2" - the University reviews the student’s enrollment and financial aid records to determine if, during the four-award year review period (Award Years 2012/2013, 2013/2014, 2014/2015, and 2015/2016), the student received a Pell Grant or Direct Loan at the University.
- "3" - the University reviews the student’s academic records to determine if the student received academic credit at the University during the three award year period (Award Years 2012/2013, 2013/2014, 2014/2015, and 2015/2016). In addition, the University reviews the National Student Loan Data System (NSLDS) to identify all schools where the student received Pell Grant or Direct Loan funding over the past four award years.

The University will determine, for each of the previously attended schools, whether academic credit was earned during the award year the student received Pell Grant and/or Direct loan funds. This determination is based upon academic transcripts already obtained by the University or by asking the student to provide academic transcripts or grade reports.

Students who do not show earned credit for the Pell grant awards and/or Direct loans received in the past three years, and who may have special circumstances, may submit a request through the Professional Judgment (PJ) Team for approval.

Students who do not meet any of the above criteria are immediately not eligible for federal aid.

Approval of Continued Eligibility for UEH

If the students continued eligibility for federal financial aid funds is approved and in order for the student to remain eligible for federal financial aid funds, the student must successfully complete one payment period at the University.

Denial of Continued Eligibility for UEH

If the student did not earn academic credit at one or more of the relevant schools and does not provide acceptable documentation, the University will deny the student any additional federal financial aid funds.

Regaining Eligibility for UEH

The student is required to successfully complete one payment period at the University to regain federal financial aid eligibility. During this time, the student is required to use an alternate method of payment for tuition and fees. Upon regaining eligibility, loans may be awarded retroactively back to the beginning of the year but Pell grants are only awarded going forward/starting with the next payment period.

Parental Non Support

Although students whose parents refuse support are not eligible for a dependency override, the University has the authority to offer a dependent student a Direct unsubsidized loan without requiring the parent(s) to file a FAFSA provided supporting documentation is obtained. Supporting documentation consists of a completed parental nonsupport confirmation form or a signed and dated verification statement from the parent(s) specifying the following:

- the parent(s) do not provide any financial support and the date the financial support ended,
- the parent(s) will not provide any financial support in the future; and
• the parent(s) refuse to complete the parental section of the FAFSA.

The University may accept documentation from a third party (i.e., teacher, counselor, clergy, court, etc.) describing the student’s relationship with the parent(s) if the parent(s) will not provide the required verification statement.

Students who are offered the Direct unsubsidized loan without parental data on the FAFSA are only eligible to receive the loan limit based on dependent undergraduate student annual maximums. For example, a first year undergraduate student cannot receive more than $5,500 ($5,500 base plus $2,000). The parent(s) cannot later apply for a PLUS loan unless, the parents are separated or divorced, in which case, the non-custodial parent can apply for a PLUS loan. If the non-custodial parent is subsequently denied for the PLUS loan, the student’s Direct unsubsidized loan eligibility is not increased. The student will not be eligible for any other Title IV financial aid programs.

Dependency Overrides
A student who does not meet the definition of independent may be designated as independent if the University makes a documented determination of independence due to special circumstances. The U.S. Department of Education interprets a special circumstance as one which makes it inappropriate to expect a parental contribution. Examples of special circumstances include inability to locate parents, an abusive family environment, or abandonment by parents. Generally, the documentation of special circumstances will come from a third party that knows the student’s situation (such as a teacher or member of the clergy), but in cases where this is not available, the University will accept a signed statement from the student detailing the special circumstance.

Professional judgment is not used to change the status of a student from independent to dependent. However, the University may use professional judgment to account for parental support where special circumstances warrant.

Dependency overrides do not carry over from one year to the next. If the student is not independent for some other reason noted on the FAFSA, the University will reaffirm each year that the special circumstance persists and an override is still justified.

PLUS Exceptional Factor
Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional Direct unsubsidized loans for the same amount as independent undergraduate students. The PLUS exceptional factor is not a dependency override as parent information is provided on the FAFSA. Examples include:

• The parent is incarcerated.
• The parent’s whereabouts are unknown.
• The parent has filed for bankruptcy and has provided a letter from the bankruptcy court stating that as a condition of the bankruptcy filing, the parent may not incur any additional debt.
• The parent’s income is limited to public assistance or disability benefits and you have documented that the parent would not be able to repay the PLUS loan.
• The parent of a dependent student is not a U.S. citizen or permanent resident, or is unable to provide evidence from the U.S. Citizenship and Immigration Service (USCIS) that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.

Supporting documentation may include, but is not limited to, supporting documentation that corroborates the exceptional circumstances. The University will re-examine and document that exceptional circumstances continue to apply before certifying/originating additional unsubsidized loan amounts for the dependent in a subsequent award year.

Eligibility for Direct and PLUS Loans
A student is eligible to receive a Direct Subsidized Loan, a Direct Unsubsidized Loan, or a combination of these loans, if the student meets the following requirements:

• The student is enrolled, or accepted for enrollment, on at least a half-time basis in a school that participates in the Direct Loan Program.
• The student meets the requirements for an eligible student.
• In the case of an undergraduate student who seeks a Direct Subsidized Loan or a Direct Unsubsidized Loan at a school that participates in the Federal Pell Grant Program, the student has received a determination of Federal Pell Grant eligibility for the period of enrollment the loan is sought.

The annual loan limit for graduate and professional students is $20,500. This amount is limited to Direct Unsubsidized loans only. In the case of a borrower whose previous loan or TEACH Grant service obligation was cancelled due to total and permanent disability, or discharged after a final determination of total and permanent disability, the borrower

• must obtain certification from a physician that the borrower is able to engage in substantial gainful activity;
• must sign a statement acknowledging the Direct Loan the borrower receives cannot be discharged in the future on the basis of any impairment present when the new loan is made, unless that impairment substantially deteriorates; and
• if the borrower receives a new Direct Loan, other than a Direct Consolidation Loan, with-in three years of the date that any previous Title IV loan or TEACH Grant service obligation was discharged due to a total and permanent disability, the student must resume payment on the old loan before receipt of the new loan or TEACH Grant.

In the case of a borrower whose prior loan under Title IV federal financial aid was conditionally discharged after an initial determination that the borrower was totally and permanently disabled based on a discharge request received prior to July 1, 2010:

• The suspension of collection activity on the prior loan will be lifted.
• The borrower complies with all requirements;
• The borrower signs a statement acknowledging the loan that has been conditionally discharged prior to a final determination of total and permanent disability cannot be discharged in the future on the basis of any impairment pre-sent when the borrower applied for a total and permanent disability discharge or when the new loan is made, unless that impairment substantially deteriorates; and
• The borrower signs a statement acknowledging that the suspension of collection activity on the prior loan will be lifted.

A dependent/professional student or parent is eligible to receive a Direct PLUS Loan if the following requirements are met:

• Student completes a current award year Free Application for Federal Student Aid (FAFSA).
• The parent borrower is the student’s biological or adoptive mother or father or the student’s stepparent if their income and assets are taken into account when calculating the student’s EFC.
• The parent borrower is borrowing to pay for educational costs of a dependent undergraduate student who meets the requirements for an eligible student.
• The parent borrower provides a social security number for themselves and the student.
• Student or parent borrower meets the requirements pertaining to citizenship and residency.
• Student or parent borrower meets the requirements concerning defaults and overpayments.
• Student or parent borrower is not incarcerated.
• The federal government does not have a judgment lien on the parent’s property.
• Complies with the requirements for submission of a Statement of Educational Purpose for the student, except for the completion of a Statement of Selective Service Registration Status.
• Student or parent borrower does not have an adverse credit history.

Student or parent borrower has an adverse credit history but has obtained an endorser who does not have an adverse credit history; or has an adverse credit history but documents to the satisfaction of the Secretary that extenuating circumstances exist (effective March 29, 2015 - PLUS Loan counseling must be completed by the applicant (parent or graduate/professional student) with an adverse credit history who qualifies for a Direct PLUS Loan by obtaining an endorser who does not have an adverse credit history; or who documents to the satisfaction of the Department of Education that there are extenuating circumstances related to the adverse credit information.)

Subsequent ISIRs Policy

Overview
The Subsequent ISIRs Policy addresses the University’s role in reviewing any Institutional Student Information Record (ISIR) the University receives after awarding a student federal financial aid funds.

Policy
The University is required to review any discrepancies in federal financial aid related information. Therefore, the University reviews all subsequent Institutional Student Information Record (ISIR) transactions received for a student within the federal processing aid year (July 1 to June 30) to identify changes requiring supporting documentation from students.

Subsequent ISIRs
A subsequent ISIR is an ISIR received when a student or other institution changes information after the University has awarded the student federal financial aid funds. The University is required to review any data element change made by the student or other institution which may affect eligibility for federal financial aid or the amount and type of federal financial aid awarded. The University will not disburse federal financial aid funds until the changes made to a subsequent ISIR are confirmed and/or corrected.

If a subsequent ISIR is received after verification is completed, the University will collect documentation to support the change or correct the ISIR back to the verified information. The University does not accept changes based on marital status changes.

The University will not disburse federal financial aid until all conflicting information has been resolved, even if the conflict concerns a previous award year. The findings are documented in the student’s file.

If a subsequent ISIR is received with changes to C Flags and comment codes or the EFC, the University will review and collect the required documents. If a subsequent ISIR is received because the National Student Loan Data System (NSLDS) has provided new or updated information to the University, the NSLDS history is reviewed to determine if changes are needed to existing awards. This information may include indicators a student has gone into default or owes an overpayment. It may also indicate a student has resolved a default and is now eligible for federal financial aid funds.

On the subsequent ISIR is reviewed and eligibility to receive federal financial aid is determined, if necessary, the student will be sent a revised award letter reflecting any changes.

If, after reviewing the subsequent ISIR, it is determined the student is ineligible for federal financial aid, the student is notified via a letter of eligibility.

TEACH Grant Program Policy

Overview
On September 22, 2008, the U.S. Department of Education approved the University of Phoenix to participate in the Teacher Education Assistance for College and Higher Education (TEACH) Grant program. The TEACH Grant Program policy addresses the requirements the University must adhere to as well as the packaging procedures prescribed by federal financial aid regulations.

Policy
The TEACH Grant program is a non-need based program providing up to $4,000 per academic year to students enrolled in an eligible graduate program. Grant recipients must agree to teach for at least four years within eight years of finishing the teacher preparation program and to teach high-need subjects in designated schools that serve low-income students. TEACH Grants are converted to Direct Unsubsidized Loans when recipients do not complete the four-year teaching obligation. These loans must be repaid with interest from the date the TEACH Grant was disbursed.

Awarding Methodology
The University will award up to $4,000 per academic year for graduate degrees; up to an aggregate amount of $8,000, to students who meet the following criteria:

• Enrolled in an eligible TEACH program and be completing, or intend to complete coursework necessary to begin a career in teaching.
• Have a cumulative GPA of at least 3.25 in the TEACH Grant Program; and
• Sign an Agreement to Serve (ATS) and complete all counseling requirements

The TEACH Grant is considered non-need based aid and therefore, may replace the student’s expected family contribution (EFC). The amount not used or needed to re-place the EFC is counted as federal financial aid when packaging other funds. If, based on the student’s COA or EFC, the University is unable to award the total TEACH grant amount, the student is notified to determine the award allocation. For example, the Direct Subsidized Loan may be reduced for a full TEACH Grant or the TEACH Grant may be reduced for the full Direct Subsidized Loan amount. The TEACH Grant, plus other financial assistance, cannot exceed the cost of attendance (COA).

Disbursements
A single disbursement cannot exceed 50% of the TEACH Grant
award. If a payment requires the disbursement to be more than 50% of the student’s annual award, the University makes at least two disbursements in the payment period. The University does not disburse an amount that exceeds 50% of the student’s annual award until the student has completed 50% of the weeks of instructional time in the program’s academic year. No payment within the payment period may be less than $25.

Crossover Payment Periods

If the payment period crosses over two award years, the TEACH Grant payment period must be assigned to one award year. The University places a payment period with more than six months scheduled to occur within one award year in that award year. The University pays funds from whichever award year it assigns the payment period to.

Transfer Students

Transfer students who received a TEACH Grant at a prior institution may receive a TEACH Grant at the University only if the University obtains the student’s student aid report (SAR) or institutional student information record (ISIR) with an official EFC. The University pays a TEACH Grant only for the period the student is enrolled in a TEACH Grant eligible program at the University. The University calculates the student’s award, unless the remaining balance of the student’s scheduled award is the balance of the student’s last scheduled award and is less than the amount the student would normally receive for the payment period.

The student must repay any amount received in an award year that exceeds the amount eligible to receive. A student may not receive grant payments concurrently from more than one institution.

TEACH Grant Eligible Programs

The University has latitude to designate TEACH eligible programs provided it meets criteria set forth by the Department of Education (ED). The following are eligible TEACH Grant programs for the 2016/2017 award year:

- Master of Arts in Education/Special Education (MAED/SPE)
- Master of Arts in Education/Secondary Teacher Education (MAED/TED-S)
- Master of Arts in Education Teacher Education Middle Level Mathematics (MAED/TEDMM - Texas) (retired 6/1/16)
- Master of Arts in Education Teacher Education Middle Level Science (MAED/TEDMS - Texas) (retired 6/1/16)
- Master of Arts in Education Teacher Education Secondary Level Science (MAED/TEDSS - Texas) (retired 6/1/16)
- Master of Arts in Education Teacher Education Secondary Level Mathematics (MAED/TEDSM - Texas) (retired 6/1/16)

Verification Policy

Overview

Institutions are required to verify information provided by students selected for verification. The Verification Policy addresses the different verification groups and types of documents acceptable to complete the verification process.

Policy

The University is required to verify students whose FAFSA information is selected for verification by the Central Processing System (CPS). The ISIR or SAR document received from the CPS will indicate whether the student’s application is selected for verification. Once the CPS has selected a student, the University verifies all required student information.

Standard Verification Group (V1)

The University is required to verify the following information for students selected for standard verification:

- Tax Filers
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Unaxed Portions of IRA Distributions
  - Unaxed Portions of Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP)
  - Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR

- Non-Tax Filers
  - Income Earned from Work
  - Number of Household Members
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP)
  - Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR

Aggregate Verification Group (V5)

The University verifies the following information for students selected for aggregate verification:

- High School Completion Status
- Identity/Statement of Educational Purpose
- SNAP
- Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR

Custom Verification Group (V4)

The University verifies the following information for students selected for custom verification:

- Identity/Statement of Educational Purpose
- High School Completion Status
- Number in College
- Number of Household Members
- Number of Household Members
- Supplemental Nutrition Assistance Program (SNAP)
- Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR

- Tax Filers:
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Unaxed Portions of IRA Distributions
  - Unaxed Portions of Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP)
  - Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR

- Non-Tax Filers:
  - Income Earned from Work
  - Number of Household Members
  - Number in College
  - Supplemental Nutrition Assistance Program (SNAP)
  - Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR
Students not selected by the CPS or who are exempt from verification, but choose to provide taxes or other supplemental forms are not considered selected for verification. However, documents provided to the University are used in reviewing the student’s application and as the basis in correcting reported application items. This documentation may result in conflicting information, which the University must resolve prior to processing federal financial aid. All documents provided by the student are reviewed and retained as part of the student financial aid file.

**Household Resources Verification Group (V6)**
The University will verify the following information for students selected for household resources verification:

- **Tax Filers:**
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Education Credits

- **Non-Tax Filers:**
  - Income Earned from work

- **Other Untaxed Income (Tax Filers and Nontax Filers)**
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Other Untaxed Income on the FAFSA

- **Payments to tax-deferred pension and savings**

- **Child support received**

- **Housing, food and other living allowances paid to members of the military, clergy, and others**

- **Veterans noneducation benefits**

- **Other untaxed income**

- **Money received or paid on the applicant’s behalf**

- **Number of Household Members**

- **Number in College**

- **SNAP, if included on the ISIR**

- **Child support paid, if included on the ISIR by the student (or spouse), the student’s parents, or both, if indicated on the ISIR**

**Acceptable Documentation V1 and V5**
The University is considered to have verified the following verifiable items if selected students retrieved and transferred their income tax return information using the IRS Data Retrieval Process:

- Adjusted gross income
- Federal income taxes paid
- Untaxed IRA distributions
- Untaxed pensions
- Education credits
- IRA deductions
- Tax exempt interest income

Under certain conditions, students, spouses and/or parents will need to submit their IRS Tax Return Transcript for the specified tax year. These conditions are as follows:

- If a student, spouse, or parent has not successfully transferred information from the IRS

- Information included on the FAFSA using the IRS Data Retrieval was subsequently changed
- When a married independent student and spouse filed separate tax returns
- When the parents of a dependent student filed separate tax returns
- When a student or parent had a change in marital status after the end of the specified tax year on December 31
- When the student, parent, or spouse filed an amended tax return

**Situations Where Acceptable Documentation May Not Be Available**
Situations may occur where a student, spouse, and/or parent may not be able to provide acceptable documentation to resolve verification. The University will accept the following as resolution.

**Individual Unable to Obtain IRS Transcript**
If an individual is selected for verification but is unable to obtain a transcript from the IRS, all of the following alternative documentation must be submitted to the University by the tax filer:

1. A signed copy of the relevant 2014 IRS tax return that was filed with the IRS
2. A statement from the tax filer, on or attached to the tax return, which certifies the tax return submitted to the University contains the same information as that which was submitted to the IRS.
3. Documentation from the IRS that the transcript request was unsuccessful
   - For transcripts request using the IRS online transcript request process, a signed and dated copy of the screen shot from the official IRS web page that displays a message indicating the transcript request was unsuccessful
   - For transcripts requested using IRS Form 4506T-EZ or Form 4506-T, a copy of the IRS response that was mailed to the tax filer stating the IRS could not provide the transcript. The copy of the IRS response must be signed and dated by the tax filer.

4. A completed and signed IRS Form 4506T-EZ or Form 4506-T that includes the name, address, and telephone number of the institution as the third party to whom the IRS is to mail the 2014 IRS transcript. The University will retain the IRS Form 4506T-EZ or Form 4506-T. If any questions arise about the accuracy of the information on the signed copy, the University will submit the IRS Form 4506T-EZ or Form 4506-T to the IRS and wait for the IRS to return the transcript or confirmation that a transcript is not available for that tax filer.

**Vicodas of Identity Theft**
Tax filers who have been victims of identity theft are unable to obtain tax information using the IRS data retrieval tool and are unable to receive an IRS tax transcript until the matter is resolved by the IRS. In these instances, the University may accept an alternate transcript known as The Transcript DataBase View (TRDBV) requested by the tax filer from the IRS as well as a signed and dated statement from the victim stating he/she was a victim of tax-related identity theft and the IRS is aware of this. If a victim is unable to obtain a TRDBV transcript, he/she may submit other official IRS documentation as long as it contains all the information needed to complete verification.

**Amended Tax Return**
When the University becomes aware that a tax filer has filed, or will file, an amended tax return, it will obtain the following:
• An IRS Tax Return Transcript (will only include information from the original tax return and does not have to be signed), or any IRS transcript that includes all the income and tax information required for verification, AND
• A signed copy of the IRS Form 1040X that was filed with the IRS
The University uses the information found on both forms when completing the verification process.

Other Tax Returns
If the tax filer filed a tax return with Puerto Rico, the U.S. Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, or Guam, the University will obtain a copy of a transcript of the tax filer containing their tax information, as long as the transcript is available at no charge from that jurisdiction’s taxing authority. A signed copy of a filed tax return that was filed with the taxing authority is only acceptable if the tax filer is unable to obtain a free copy of a transcript.
If the student, spouse, and/or parent is a resident of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia, the University will accept a copy of the individual’s Wage and Tax Statement from each employer that provided such a statement and a signed statement identifying all of the individual’s income and taxes for the tax year.
If the filer filed a tax return with a foreign country, the University accepts signed copies of that tax return or other documentation.

Filing Extensions
If the individual(s) has been granted a filing extension by the IRS, the University must accept the following as documentation:
• A copy of the IRS Form 4868 “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return” or approval of extension longer than six months, and
• A copy of the IRS Form W-2 for each source of employment income received for the applicable tax year by an individual that has been granted a filing extension, or
• A signed statement by a self-employed individual certifying the amount of AGI and U.S. income tax paid for the specified tax year

Note: If the University receives the transcript, it must reverify the AGI and taxes paid. However, the University may not delay verifying a student’s FAFSA information until the tax return is received if the student provides the above documentation.
If the individual has requested a transcript that lists tax account information for the specified tax year and the IRS, a government of a U.S. territory or commonwealth or a foreign central government cannot provide or locate a transcript, the University must accept the following:
• A copy of IRS Form W-2 for each source of employment income received for the specified tax year
• A signed statement by a self-employed individual or an individual that has filed an income tax return with a government of a U.S. territory or commonwealth or a foreign central government certifying the amount of AGI and taxes paid

Supplemental Nutrition Assistance Program (SNAP)
The University will accept the following to verify SNAP benefits received, as long as the benefits are indicated on the student’s ISIR:
• A statement signed by the student or, if the student is a dependent, by one of the student’s parents, affirming SNAP benefits were received by someone in the household during the 2013 and/or 2014 calendar years
• If the University believes the signed statement provided by the student regarding the receipt of SNAP benefits is inaccurate, the student must provide the University with documentation from the agency that issued the SNAP benefits

Child Support Paid
The University accepts the following to verify child support paid, as long as the child support paid is indicated on the student’s ISIR:
• A statement signed by the student or parent, as appropriate, certifying
  • The amount of child support paid
  • The name of the person who paid the child support
  • The name of the person to whom child support was paid; and
  • The names of the children for whom child support was paid
  • The ages of the children for whom child support was paid
• If the University believes the information provided in the signed statement is inaccurate, the University will obtain documentation, such as
  • A statement from the individual receiving the child support showing the amount provided; or
  • Documentation the child support payments were made (copies of child support checks, money order receipts, or similar records of electronic payments having been made

Number in Household
The University will accept a signed statement by the student, and if the student is a dependent, by one of the student’s parents, listing the name and age of each household member and the relationship of that household member to the student.

Number in College
The University will accept a signed statement from the student, and if the student is a dependent, by one of the student’s parents, listing the name and age of each household member who is or will be attending an eligible postsecondary educational institution. The household member must be at least a half-time student in the 2015/2016 award year and the name of the educational institution
must be listed.
If the University has reason to believe the signed statement is inaccurate, the University will obtain a statement from each institution listed stating the household member in question is, or will be, attending on at least a half-time basis. If the institution the applicant is attending determines such a statement is not available because the house hold member in question has not registered at the institution he or she plans to attend; or the institution has information indicating the house-hold member in question will be attending the same institution as the student, a statement is not required.

Acceptable Documentation V4 and V5
The University will accept the following as resolution of V4 and V5 verification.

High School Completion
To verify high school completion, the University will accept the following types of documentation:

- A copy of the student’s high school diploma;
- A copy of the student’s high school transcript that shows the date a high school diploma was awarded; or
- Recognized equivalent of a high school diploma-
  - General Educational Development (GED) Certificate
  - California High School Proficiency Examination (CHSPE) Certificate
  - HiSET Completion Certificate
  - Documentation provided by the State or appropriate Department of Education in the student’s state or jurisdiction indicating that the student has earned a secondary completion credential that has the same rights, privileges, and rigor of a normal High School Diploma
- A copy of the ‘secondary school leaving certificate’ or similar document, obtained from the appropriate government agency, for students who completed secondary school in a foreign country
- An academic transcript indicating the student successfully completed at least a two year program that is acceptable for full credit toward a bachelor’s degree
- Completed homeschooling at the secondary level in a state that confers high school diplomas
- A DD Form 214 Certificate of Release or Discharge from Active Duty, as long as it indicates that the individual is a high school graduate or equivalent

Note: In cases where it is impossible for a refugee, an asylee or a victim of human trafficking to obtain documentation of his/her completion of a secondary school education in a foreign country, the University may accept self-certification. It must consist of the following:

- Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing;
- A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
- A copy of the entry status documentation that identifies the applicant’s current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

Identity/Statement of Educational Purpose
The following is acceptable documentation to verify a student’s statement of educational purpose/identity:

- A government-issued photo identification, such as a driver’s license or passport
  - The copy of the government issued ID does not need to be notarized or signed by the notary; and
- An original notarized statement of educational purpose signed by the student for the specified award year.
- An original document must contain wet signatures for the student and the notary as well as the required stamp or seal.

Acceptable Documentation V6
The University will use $4,160 per member of the household for the V6 income threshold. The following is accepted as resolution of V6 verification:

- A signed statement from the student (and parent if dependent) listing
  - Source(s) of untaxed income
  - Amount received from each source
- A copy of each W-2 form received for 2014
- Verification of V1 items
- Verification of child support paid and SNAP, if reported on the ISIR

Selection after Disbursement
The student or University may submit corrections to the SAR/ISIR and the student’s application may then be selected for verification. If the student’s enrollment status is Withdrawn (W), the University is not required to verify the student’s information unless the student returns to the University in the same award year. If the student’s enrollment status is anything other than withdrawn (W), the University will not make subsequent disbursements until the student’s updated application is verified. If the student does not submit verification documents, any Pell funds disbursed prior to selection will be returned by the University on the student’s behalf.

Completing Verification
When the University has obtained all necessary verification documents from the student, the documentation is compared to the ISIR/SAR record. If the verification process shows the student’s information is correct, and there are no outstanding issues or conflicting information, the student will be awarded. If the verification process shows the student information requires corrections, the awarding process will not continue until the University receives a final and valid federal output document (ISIR) with an official EFC.
If the University has reason to believe a student is trying to avoid completing verification requirements and/or suspects potential fraud, the University will investigate the reasons of the student and not award federal financial aid funds for the payment period. If resolution cannot be reached, the student will lose eligibility for funds within that award year.

If a student was selected for Verification Group V1 and does not complete verification, and the University disbursed unsubsidized aid to the student, all of the unsubsidized aid that was disbursed for the award year must be returned. If it is determined the student was ineligible, the University will return, on the student’s behalf, any loan amount disbursed. The University will also notify the appropriate loan servicer of any loan funds disbursed directly to the student. This is so the Department of Education can issue a 30-day demand letter to the student.

Verification is complete once the University has received all the requested documentation and a valid SAR/ISIR (one that has all the accurate and complete information). This includes any necessary corrections, which must be made by the applicable federal deadlines.

**Interim Disbursements**
The University will not make any interim disbursements during the verification process.

**Change in Marital Status**
The University will not update a student’s dependency status based on a change in marital status. However, if the student can provide documentation showing support of the spouse or others of more than 50%, those persons may be included in the student’s household size.

**Using a Joint Tax Transcript to Determine Individual AGI and Taxes Paid**
If the filer of a joint return has become widowed, divorced, or separated since filing the return, for verification purposes, it may be necessary to determine the individuals’ income and taxes paid using the joint tax transcript and the relevant IRS W-2 forms.

The following documents are required from the student/spouse/parent in order to perform a separation of income (SOI):
- A signed and dated SOI Authorization Form,
- Applicable Federal tax year transcripts,
- W-2 Forms, and
- In some scenarios, all schedules, forms, and/or worksheets for the tax filing

The university will confirm or update the AGI and income based on the documentation submitted and use the proportional distribution method to determine taxes paid.

**Resolving Conflicting Information**
If the University has conflicting information concerning a student’s eligibility or has any reason to believe a student’s application information is incorrect, the University will resolve such discrepancies before disbursing federal financial aid funds. If discrepancies are discovered after disbursing federal financial aid funds, the University will reconcile the conflicting information and require the student to repay any funds for which he or she was ineligible, unless the student is no longer enrolled for the award year.

Examples of conflicting information may include, but are not limited to the following:
- Social security numbers
- Date of birth
- Legal name

- Discrepant tax data (including whether or not the student/parent was required to file a tax return)
- Household size or marital status

**Consequences of a change in FAFSA information**
For the subsidized student financial assistance programs, if the FAFSA information changes as a result of verification, the University will submit to the Secretary all changes to a nondollar item or an individual data element that is $25 or more. The University may choose whether or not it will submit changes to the Secretary when all changes to individual data elements are less than $25 (not exceeding tolerance).

For the Federal Pell Grant Program, if there is a change as a result of verification, the University will recalculate the student’s Pell Grant on the basis of the EFC on the correct valid SAR/ISIR. The University will disburse any additional funds under that award only if the University receives a correct valid SAR/ISIR for the student, and only to the extent additional funds are payable based on the recalculation.

For all other subsidized student financial assistance programs, if information changes as a result of verification, the University will adjust the student’s financial aid package on the basis of the corrected EFC on the valid SAR/ISIR.

**Verification and Professional Judgment**
The University completes the verification process before exercising any type of professional judgment.

**Reporting the Student’s Verification Status to the CPS**
When the University disburses a Pell award, it reports the student’s verification status at the time of disbursement when it reports the payment. Note: This reporting requirement applies even if the student’s application was not selected for verification. However, the University leaves the verification status code field blank if the student was not selected for verification or if a selected transaction has a CPS transaction process date that is after the date the student was withdrawn from the University.

**Verification Timelines**
The University will require Pell, campus-based, and Direct loan students selected for verification to submit all requested verification documents to the University within 30 days of the notification date informing the student of the requirements. If the documents are not submitted or are incomplete by this deadline, appropriate actions are taken as required based upon the student’s enrollment status as of the deadline date.

For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline, but before the earlier of 120 days after the student’s last date of attendance or the deadline established by the U.S. Department of Education each award year, the University will review and address eligibility as required. For the Direct Loan program, if a student fails to provide the required documentation by the 30-day deadline, the University will not originate a subsidized loan application for the student.

**Student Notification**
The University will notify the student in writing of verification requirements and timelines for submission of necessary documents. Selected students receive the following:
- Documentation requirements
- Timeline of 30 days to return the required documentation

**APPENDIX- FINANCIAL AID POLICIES**
• Correction procedures (provided during the initial application process)
• Consequences of not returning the documents within the prescribed time-lines, which may include cancellation of tuition deferral and request of immediate payment of outstanding tuition charges
• Information in reference to written notification of award changes resulting from verification, which are forwarded within 20 days of required adjustments

Verification and Crossover Payment Periods
The University administers crossover payment periods in a way that best benefits the students. If a student is selected for verification in one award year and the payment period crosses over into another award year in which the student is not selected for verification, the University will first request verification documents from the oldest award year. If the student does not complete verification within the required verification deadlines, and the subsequent award year in the crossover period is not selected for verification, the University will use the subsequent award year to award federal financial aid funds.

Additionally, if the student is selected for verification for both award years and only documents for the subsequent award year are submitted, the University will proceed with verifying and awarding based on the subsequent award year. If the University has reason to believe a student is trying to avoid completing the verification requirements and suspects potential fraud, the University will not award federal financial aid funds using the unsolicited ISIR. Instead, the University will require the student to complete the verification requirements or lose eligibility for the crossover payment period.

Verification Exclusions
The exclusion described here are applicable only to the affected individual. All other requirements for the verification process still apply to the non-affected parties (i.e. if one parent meets an exclusion, the student and the other parent are still required to complete verification requirements).

A selected student is exempt from the verification requirements based on the following unusual circumstances:
• The student dies,
• The student will not receive federal financial aid for reasons other than failure to complete the verification, or
• The student was selected for verification after ceasing to be enrolled at the University

Parents of a dependent student are exempt from verification requirements if any of the following apply:
• Both parents are mentally incapacitated,
• They reside in a country other than the United States and cannot be contacted by normal means, or
• They cannot be located because the student does not have and cannot obtain their contact information

A spouse of an independent student is exempt from verification requirements if any of the following apply:
• The spouse has died,
• The spouse is mentally incapacitated,
• The spouse resides in a country other than the United States and can't be contacted by normal means, or
• The spouse cannot be located because the student does not have and cannot obtain contact information

If a student selected for verification dies before the deadline for completing verification and does not complete the verification process, the University will not make any further disbursements on the student’s behalf, 2) originate or disburse the student’s Direct Subsidized Loan, and 3) consider any funds disbursed on an interim basis as an overpayment.

The University will document in the student’s file the basis for any exclusion, other than the death of a student, using a signed statement from the student.

Verification Following Natural Disasters
The University does not complete verification for students whose records are lost or destroyed because of a natural disaster. The student’s file is documented accordingly and the Pell Grant disbursements for students affected, are reported as selected but not verified.

The University will extend the verification document submission deadline to 90 days for students affected by a natural disaster and whose records were not lost or destroyed. If the required verification documents are not submitted within this deadline and the University can document the reason is due to a natural disaster, the University will not perform verification and will document the student’s file accordingly.

Withdrawal Policy

Overview
The Withdrawal Policy addresses a student’s permanent separation from the University and is applicable to all students enrolled in degree or certificate programs. Students may be officially, unofficially, or administratively withdrawn.

Policy
Official Withdrawals
There are two ways a student can provide official notification of the intent to withdraw from the University to be considered an official withdrawal:
2. Notify the designated campus offices of Enrollment Services, Academic Services, and Financial Services.

Withdrawal Date
The withdrawal date for an official withdrawal is the last date of academic attendance or attendance of an academically related activity determined from University attendance records. This date is always earlier than or equal to the date the student notifies the University of his/her withdrawal.

Date of Determination
The date of determination (DOD) for students who officially withdraw from the University is the latter of the student’s withdrawal date or the date of notification. The University will return the amount of federal financial aid for which it is responsible no later than 45 days after the date the University determines the student has withdrawn. (See Return of Title IV Policy for additional information)

Rescission of Official Withdrawal
Students who rescind their intent to withdraw must provide an electronic or written statement to the University stating their intent to participate in academically related activities (ARAs) and complete the payment period.

Students may rescind the intent to withdraw by completing the Official Withdrawal Rescind request via the University eCampus
website. Rescissions may be requested up until the time a Re-turn of Title IV (R2T4) calculation has been completed. The student may also submit an electronic or written statement to the University stating his/her intent to return to the University, remain in academic attendance and continue to participate in ARAs through the end of the payment period.

If the student subsequently withdraws after rescinding the intent to withdraw, the withdrawal date is the last date of academic attendance or ARA determined from University attendance records. The DOD for students who rescind their intent to withdraw and subsequently withdraw from the University, without official notification, is no greater than 15 days after the student’s official last date of academic attendance or attendance at an ARA.

Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break

Unofficial Withdrawals

Students who do not provide official notification to the University of their intent to withdraw are considered unofficial withdrawals (UWs) after 14 days of consecutive nonattendance in an ARA.

Exceptions

The University allows the following exceptions when counting the 14 days of consecutive nonattendance in an ARA:

IX Grades

If a student is granted an extension of the course he or she is currently attending and the intent to complete the course, the days in the extension period will not count toward the 14 days of consecutive nonattendance in an ARA. During this time a student in an extension period will remain in active status. An extension of the course is indicated by the issuance of an IX (In Progress Extension) grade.

Institutionally Scheduled Breaks

Students on institutionally scheduled breaks will not have the days of the break count toward the 14 days of consecutive nonattendance at an academically related activity. The following are different types of institutionally scheduled breaks at the University:

- Holidays
- Inclement Weather
- Administrative

Withdrawal Date

The withdrawal date for students who cease attendance at the University, including a student who does not return from an approved leave of absence, is the last date of academic attendance or attendance in an ARA determined from University attendance records. For a student with an approved leave of absence, the University will review the student record on or after the original approved return date. The University review determines if the student reenrolled as scheduled, or did not reenter as scheduled and must be withdrawn for the purposes of the Return of Title IV (R2T4) calculation and deferment processing.

Date of Determination

The DOD for students who unofficially withdraw from the University is no greater than 15 days after the official last date of attendance; or when a student fails to return from an approved leave of absence. Students granted an extension (IX grades) have the period of the extension excluded when counting the 14 days of consecutive nonattendance. For example, if the student was out of attendance (OOA) for 5 days prior to the extension, once the extension is completed the days continue to count from day 6 until the next academic related activity (ARA) posts. If the student does not post an ARA, then at 14 days (excluding the extension period) the DOD will populate. The University will return the amount of federal financial aid funds for which it is responsible no later than 45 days after the date the University determines the student has withdrawn. (See Re-turn of Title IV Policy)

Note: Please refer to the last section of this policy for discussion on academic related activities that occur during an institutionally scheduled break

Administrative Withdrawals

Students who are withdrawn from the University for failure to meet admission, academic, candidacy, financial or code of conduct policies are considered administrative withdrawals (AWs).

Withdrawal Date

The withdrawal date for students who are AW is the last date of academic attendance or attendance in an ARA that occurred prior to the decision to administratively withdraw the student.

Date of Determination

The DOD for students who are AW from the University is the date the University determines the withdrawal. The University will return the amount of federal financial aid for which it is responsible no later than 45 days after the date of the administrative withdrawal. (See Return of Title IV Policy)

Note: Please refer to the following section for discussion on academic related activities that occur during an institutionally scheduled break

Academic Related Activities that Occur During an Institutionally Scheduled Break

The University does not recognize any ARA that occurs during an institutionally scheduled break as attendance for federal financial aid purposes only.

Withdrawal Date

If a student posts an ARA during an institutionally scheduled break, the University will look for the most recent ARA that occurred prior to the start of the institutionally scheduled break. This date will be used as the withdrawal date for Title IV purposes.

Date of Determination

The DOD for students who post academic related activities during an institutionally scheduled break will be no greater than 15 days after the end date of the institutionally scheduled break. For example: A student attends class on December 19th. An institutionally scheduled break occurs December 20 - January 4. The student posts an ARA on December 29th, which is during the scheduled break. The DOD is January 19th (the 15th day after the end date of the institutionally scheduled break).
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STUDENTS’ RIGHTS AND RESPONSIBILITIES

Policy on Nursing Ethics and Professional Competence

The University of Phoenix Policy on Nursing Ethics and Professional Competence is defined as compliance with the following nursing guidelines:

- University of Phoenix Professional Nursing Responsibilities.
- American Nurses Association Code for Nurses.

The policy sets forth expectations and regulations for professional and ethical conduct by students enrolled in the Bachelor of Science in Nursing and Master of Science in Nursing degree programs. The policy states that all forms of unethical behavior or professional incompetence are to be reported and reviewed. Reported violations will be addressed through a formal process to the Campus Ethics Committee.

Expectations for conduct and the standards are discussed in the beginning classes for either the baccalaureate or graduate degree programs. Content supporting this information is provided to students in their program handbooks.

Students’ Right to Privacy

The University of Phoenix maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by the University. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through the University Registrar’s Office or local campus office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students’ written or authorized electronic consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions.

The University is authorized to release public directory information concerning students. Directory information includes the student’s name, address, phone number, year of birth, program of study, dates of attendance, dates of admission, degree completion dates and types of degrees earned, enrollment status, grade level, photographs, honors, and awards received, participation in officially recognized activities and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by the University at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

The University is authorized to provide access to student records to University officials and employees who have legitimate educational interests for such access; these are persons who have responsibilities in the University’s academic, administrative, service, or research functions.

A copy of the University’s FERPA policy is available to students through the Registrar’s Office or the student ecampus website at: http://ecampus.phoenix.edu.

Education records also will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of the University’s intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information by submitting a FERPA Hold Request Form to the Registrar’s Office. Requests are valid throughout student’s enrollment unless otherwise notified. Please send or fax your request to: Registrar, University of Phoenix, 4025 South Riverpoint Parkway, Mall Stop CF-A206, Phoenix, AZ 85040, Fax (480) 643-1600.
The University of Phoenix has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. This requires the demonstration of mutual respect and civility in all University-related academic and professional discourse.

As part of the Student Code of Conduct, in addition to the information listed here, the University maintains conduct-related policies and procedures for violations that are specific to the following:

1. Code of Academic Integrity
2. Student Records Violations
3. Title IX and Violence Against Women Act Policy

Students are accountable for their actions and are required to work independently and collaboratively with teams in achieving learning goals and objectives. As a member of the University's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct. A violation of the Student Code of Conduct will be subject to appropriate disciplinary action.

Misconduct for which students are subject to disciplinary action includes, but is not limited to, the following:

1. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students.
2. Harassment/discrimination that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member.
3. Sex discrimination/sexual harassment that has the effect of creating a hostile or offensive environment for any student, faculty, staff member, or visitor. This includes, but is not limited to, sex/gender discrimination (including pregnancy and childbirth, sexual orientation, gender identity, gender expression, gender transition, transgender status, or gender variance), sexual harassment, unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal, or physical conduct of a sexual nature including sexual violence.
4. Stalking or persistently pursuing another person that has the effect of imposing unwelcomed contact and/or communication.
5. Disruptive behavior that hinders or interferes with the educational process.
6. Failure to promptly comply with any reasonable directive from faculty or University officials.
7. Failure to cooperate in a University investigation.
8. Carrying of weapons on campus, at campus-sanctioned events, or when meeting with campus personnel. (This policy is not applicable to students who are law enforcement officers required by law to carry firearms at all times).
9. Using, dealing in, or being under the influence of alcohol, other substances, or illegal drugs or use of tobacco or electronic cigarettes while in class, at campus-sanctioned events, or when meeting with campus personnel.
10. Failure to maintain confidentiality and respect for the privacy of personal or professional information communicated about clients, one's employer, other students, or their employers.
11. Falsification, alteration, or invention of information, including, but not limited to, any third party document used to apply for financial aid or lying during a University investigation.
12. Violation of the policy on Acceptable Computer Use for Faculty and Student.
13. Hazing (any action which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any University-sanctioned organization).
14. Violation of federal, state, or local laws or regulations that impacts the University's educational environment.

Alleged Student Code of Conduct violations are subject to a fair and impartial process and may result in a warning or charge. Procedure for Processing Alleged Violations of the Student Code of Conduct (except misconduct falling under number 3 above):

1. Investigation - alleged violations will be investigated in a prompt, thorough, and impartial manner. The investigation will gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses.
   a. During an investigation a student may be removed from class, campus-sanctioned events, and other University functions after review and consultation with the Office of Dispute Management.
2. Notification - following the investigation, if there is sufficient evidence to indicate that a violation has occurred, the student will be notified of the specific charge(s).
   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the student will be provided. Note: A Warning Letter is not appealable.
   b. If this is a drug and/or alcohol related offense the campus must also notify the Office of Dispute Management.
   c. If this is an allegation of sexual assault, domestic violence, dating violence, or stalking, then timely notice should be provided to both the Accuser and the Accused and they should be given equal access to any information that will be used during informal and formal disciplinary meetings and hearings.
3. Student Response - a student will be given ten (10) calendar days, from the date on the letter, to submit a written response to the designated University official.
   a. Failure of a student to respond to the Charging Letter will result in suspension from the University following completion of the current course (if the student is actively attending classes) and is not subject to immediate suspension.
4. Processing Student Response -
   a. A student response admitting guilt will be sent to the student's college (for academic issues) or a Director of Grievances and Appeals (for behavioral issues) who will determine the appropriate sanction(s).
b. A student response denying the charge(s) will follow the Ethics Committee process outlined below.

i. An Ethics Committee will be convened to review the file and provide findings of fact and recommendations to the college (for academic issues) or the Director of Grievances and Appeal (for behavioral issues).

ii. The Ethics Committee will be facilitated by an impartial University administrator and composed of three impartial individuals who have no prior involvement with the student or the investigation. The Committee members include: a faculty member and two staff members: one from Student Services and one from Academic Affairs.

iii. The preponderance of the evidence standard of proof (more likely than not) will be used to weigh the evidence and make a recommendation to the college or Director of Grievances and Appeals whether a violation occurred and what sanction, if any, is warranted.

iv. Students will be afforded the opportunity to address the Committee via teleconference to make a statement in their defense.

v. Students are not entitled to representation by an attorney or any other third party at any point in the process. If the violation involved allegations of sexual assault, domestic violence, dating violence or stalking, then the Accused and the Accuser are entitled to the same opportunity to have others present during a disciplinary proceeding, including the opportunity to be accompanied by any related meeting or proceeding by an advisor of their choice.

vi. Tape, digital, or other electronic recording of the committee meeting is not permitted.

vii. The Committee members are given a Case Packet with all relevant information for the committee meeting, including any written response received from the student.

viii. The Committee members sign a Confidentiality Statement for Committee Members and, after the Committee’s deliberations, the Case Packets are required to be destroyed in order to maintain confidentiality.

5. Decision - the administrator delivers a summary report, generally containing findings of fact and recommendations, to the designated University official who has the ultimate authority to accept, reject, or modify the recommendations of the Ethics Committee and render the decision. All tasks related to the Student Code of Conduct procedure must be completed in the appropriate system by the designated University official within 45 days.

a. The decision will be communicated in writing to the student by the decision maker.

b. In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, the University of Phoenix will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator(s) of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, the University of Phoenix will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. For matters of alleged sexual assault, domestic violence, dating violence, or stalking, both the Accuser and the Accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding. The result must include the rationale and the sanctions. Compliance of this disclosure does not constitute a violation of FERPA.

c. Any decision which affects a student’s admissions, enrollment, or academic status will be communicated to the Registrar’s Office for records update.

6. Sanctions - If a violation is found, disciplinary sanctions will be based on the seriousness of the situation and may include, but are not limited to, documented counseling by a University staff member, loss of academic credit, a failing grade on assignments or for the course, suspension, and/or expulsion.

a. A recommendation of expulsion by the decision maker will be automatically reviewed by the Student Discipline Review Committee (SDRC) in the Office of Dispute Management (ODM) and must be endorsed before that sanction is communicated to the student.

b. A recommendation of suspension by the decision maker will be automatically reviewed by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a Vice Provost, the Senior Vice President of Academic Operations, and the Dean of the accused student’s college (or their respective designees). The decision of the SMRC is final and will be communicated in writing directly to the student, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.

c. If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a Vice Provost, the Senior Vice President of Academic Operations, and the Dean of the accused student’s college (or their respective designees). The decision of the SMRC is final and will be communicated in writing directly to the student and the campus.

i. In the event that the SMRC is unable to reach a unanimous decision the case will be forwarded to the Provost for a complete review and final decision.

d. For matters of allegations of sexual assault, domestic violence, dating violence or stalking, the University will notify the Accused and the Victim of the procedures to appeal the results of the decision; and of any change to the results that occurs prior to the time that such results become final; and when such results become final. Appeals must be requested in writing to the Office of Dispute Management (ODM) within ten (10) days of receiving the decision.

7. Appeals - In the event that the student is found to be in violation of the Student Code of Conduct, the student may request an appeal of the decision to the SDRC or SMRC (In cases of expulsion).

a. Appeals must be requested in writing to ODM within ten (10) days of receiving the campus decision. Appeals will only be accepted if the student can demonstrate one or more of the following:

1) New information which was unavailable at the time of the hearing, or

2) University procedures were not followed.

b. The SDRC is comprised of an administrator from the University, a Director of Academic Affairs, and an Associate or Assistant Dean from the accused student’s college or their respective designee. The decision of the SDRC is final and shall be communicated in writing directly to the student, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.

c. If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a Vice Provost, the Senior Vice President of Academic Operations, and the Dean of the accused student’s college (or their respective designees). The decision of the SMRC is final and will be communicated in writing directly to the student and the campus.

i. In the event that the SMRC is unable to reach a unanimous decision the case will be forwarded to the Provost for a complete review and final decision.

d. For matters of allegations of sexual assault, domestic violence, dating violence or stalking, the University will notify the Accused and the Victim of the procedures to appeal the results of the decision; and of any change to the results that occurs prior to the time that such results become final; and when such results become final. Appeals must be requested in writing to the Office of Dispute Management (ODM) within ten (10) days of receiving the decision.

Code of Academic Integrity

The University of Phoenix requires that students adhere to the ethical standards necessary to maintain individual and institutional academic integrity. As members of the University’s academic community, students acknowledge and accept a responsibility to abide by this Student Code of Academic Integrity, which is a part of the Student Code of Conduct.

A violation of the Student Code of Conduct - Code of Academic
Integrity will be subject to appropriate disciplinary action. Academic integrity violations include all forms of academic dishonesty, including but not limited to:

1. Plagiarism - Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise. Examples of plagiarism include but are not limited to:
   a. The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
   b. Paraphrasing statements, paragraphs, or other bodies of work without proper citation using someone else’s ideas, data, language, and/or arguments without acknowledgement.
   c. Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.
   d. Failure to properly cite and reference statistics, data, or other sources of information that are used in one’s work.

2. Self-plagiarism, double dipping, or dovetailing - Submission of work that has been previously prepared and submitted for credit without fair citation of the original work. The use of one’s previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.

3. Fabrication - Falsification or invention of any information, citation, data, or document. This includes the invention or alteration of data or results or relying on another source’s results in any assignment without proper acknowledgement of that source. Fabrication includes citing sources that the student has not actually used or consulted.

4. Unauthorized assistance - Use of materials or information not authorized by the faculty member to complete an academic exercise or the completion of an academic exercise by someone other than the student. This includes, but is not limited to, providing or receiving answers to an exam, use of faculty materials or answer keys, or a student having someone take his or her exam.

5. Misrepresentation - Falsely representing the student’s situation to faculty; for example when justifying an absence or the need for an incomplete grade or requesting a makeup exam, a special due date, or extension of a syllabus or class deadline for submitting a course requirement.

6. Collusion - Helping or allowing another student to commit any act of academic dishonesty.

7. Copyright infringement - Acquisition or use of copyrighted works without appropriate legal license or permission. Any unauthorized distribution of copyrighted material, including peer-to-peer file sharing and/or illegal downloading or unauthorized distribution of copyrighted materials using the University information technology system may subject a student to civil and criminal liabilities.
   a. For more information, refer to: http://www.copyright.gov/title17/92chap5.pdf for information on federal copyright infringement and remedies. Students may also access the University’s Copyright Infringement and Peer-to-Peer File Sharing policies.

Alleged Code of Academic Integrity violations are subject to a fair and impartial process and may result in a warning or charge.

Procedure for Processing Alleged Violations of the Student Code of Conduct - Code of Academic Integrity:

1. Investigation - alleged violations will be investigated in a prompt, thorough, and impartial manner. The investigation will gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses.
   a. During an investigation a student may be removed from class, campus-sanctioned events, and other University functions after review and consultation with the Office of Dispute Management.

2. Notification - Following the investigation, if there is sufficient evidence to indicate that a violation has occurred, the student will be notified of the specific charge(s) in writing.
   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the student will be provided. Note: A Warning Letter is not appealable.

3. Student Response - A student will be given ten (10) calendar days to submit a written response to the designated University official.
   a. Failure of a student to respond to the Charging Letter will result in suspension from the University following completion of the current course (if the student is actively attending classes) and is not subject to immediate suspension.

4. Processing Student Response -
   a. A student response admitting guilt will be sent to a representative of the student’s college or their designee who will determine the appropriate sanction(s).
   b. A student response denying the charge(s) will follow the Ethics Committee process outlined below.
      i. An Ethics Committee will be convened to review the file and provide findings of fact and recommendations to a representative of the student’s college (or designee).
      ii. The Ethics Committee will be facilitated by an impartial University administrator and composed of three impartial individuals who have no prior involvement with the student or the investigation. The Committee members include: a faculty member and two staff members; one from Student Services and one from Academic Affairs.
      iii. The preponderance of the evidence standard of proof (more likely than not) will be used to weigh the evidence and make a recommendation to the a representative of the student’s college or designee whether a violation occurred and what sanction, if any, is warranted.
      iv. Students will be afforded the opportunity to address the Committee via teleconference to make a statement in their defense.
      v. Students are not entitled to representation by an attorney or any other third party at any point in the process.
      vi. Tape, digital, or other electronic recording of the committee meeting is not permitted.
      vii. The Committee members are given a Case Packet with all relevant information for the committee meeting, including any written response received from the student.
Student Records Violations

The University of Phoenix Student Code of Conduct requires that students submit complete and accurate information regarding their student records. Full and accurate disclosure by the student allows appropriate advisement to occur. An alleged violation of the Student Code of Conduct that relates to student records will be forwarded in writing to the Registrar. Alleged Student Code of Conduct - Student Records violations are subject to a fair and impartial process and may result in a warning or charge.

Procedure for Processing Alleged Violations of the Student Code of Conduct - Student Records Violations:

1. **Investigation** - alleged violations will be investigated in a prompt, thorough, and impartial manner. The investigation will gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses.
   a. During an investigation a student may be removed from class, campus-sanctioned events, and other University functions after review and consultation with the Office of Dispute Management.

2. **Notification** - Following the investigation, if there is sufficient evidence to indicate that a violation has occurred, the student will be notified of the specific charge(s) in writing.
   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the student will be provided. Note: A Warning Letter is not appealable.

3. **Student Response** - A student will be given ten (10) calendar days to submit a written response to the designated University official.
   a. A student response admitting guilt will be sent to the Registrar, or their designee, who will determine the appropriate sanction(s).

4. **Processing Student Response**
   a. A student response denying the charge(s) will follow the Registrar’s committee process outlined below:
      i. After the Apollo Ethics and Compliance Department’s investigation is completed and the student has responded to the Charging Letter and denied the charge, a Registrar’s Committee will be convened to review the file and provide findings of fact and recommendations to the Registrar (or designee).
      
      ii. The Registrar’s Committee will be facilitated by a Manager or Senior Investigator from Apollo Ethics and Compliance. The facilitator must be impartial and have had no prior involvement with the investigation or student.
      
      iii. The Registrar’s Committee composition will be three impartial individuals who have no prior involvement with the student or the investigation: an Associate Registrar (or designee); a Director or Operations Manager from the Registrar’s Office (or designee), and a Director from the Office of Admissions & Records or a Director of Finance.

   b. A student response admitting guilt will send to the Registrar, or their designee, about whether a violation occurred and what sanction, if any, is warranted.

v. Students will be afforded the opportunity to address the Registrar’s Committee via teleconference to make a
render the decision.

or modify the recommendations of the Registrar's Committee and (or designee), who has the ultimate authority to accept, reject, or modify the recommendations of the Registrar's Committee and render the decision.

5. Decision - the administrator delivers a summary report, generally containing findings of fact and recommendations, to the Registrar (or designee), who has the ultimate authority to accept, reject, or modify the recommendations of the Registrar's Committee and render the decision.

a. The decision will be communicated to the student in writing by the decision maker.

b. In accordance with the requirements under the HEOA, upon written request, the University of Phoenix will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator(s) of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University of Phoenix will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. For cases of alleged domestic violence, dating violence, sexual assault, or stalking, both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding. Compliance of this disclosure does not constitute a violation of FERPA.

6. Sanctions -

a. If a violation is found, disciplinary sanctions will be based on the seriousness of the situation and may include, but are not limited to, documented counseling by a University staff member, loss of academic credit, a failing grade on assignments or for the course, suspension and/or expulsion.

b. A recommendation of expulsion by the decision maker will be automatically reviewed by the Student Discipline Review Committee (SDRC) in the Office of Dispute Management. The SDRC is comprised of the Provost, a Vice President of the Office of Admissions & Records, and the Dean of the accused student's college (or their respective designees). The decision of the SDRC is final and will be communicated directly to the student and the campus.

c. If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of the Provost, a Vice President of the Office of Admissions & Records, and the Dean of the accused student's college (or their respective designees). The decision of the SMRC is final and will be communicated directly to the student and the campus.

d. In cases of alleged domestic violence, dating violence, sexual assault, or stalking, the institution must simultaneously inform the accused and the victim in writing of the following: the procedures to appeal the results of the institutional disciplinary proceeding, of any change to the results that occurs prior to the time that such results become final, and when such results become final.

Title IX and Violence Against Women Act (VAWA) Policy

The University recognizes its responsibility to adhere to Title IX of the Education Amendments of 1972. An alleged violation of the Student Code of Conduct - Title IX and VAWA which relates to sex/gender discrimination (including pregnancy and childbirth, sexual orientation, gender identity, gender expression, gender transition, transgender status, or gender variance), sexual harassment, sexual violence, dating violence, domestic violence, sexual assault, or stalking is subject to a prompt, thorough, impartial review process which may result in a warning or charge.

Procedure for Processing Alleged Violations of the Student Code of Conduct - Title IX and VAWA Policy:

1. Investigation - An alleged violation of Title IX or an allegation of domestic violence, dating violence, sexual assault, or stalking will be forwarded to the University's Title IX Coordinator, Camie Pratt, Vice President, Office of Dispute Management, 4025 S. Riverpoint Parkway, Mailstop CF-5807, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu.

a. An investigation will gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses.

b. The University strives to complete any investigation, hearing, appeal, and any sanctions or actions as a result of the process within sixty (60) days. However, if the process exceeds the sixty (60) day timeframe, the investigator or Title IX Coordinator will contact the complainant and respondent in writing to explain the reason for the delay.

c. Interim and protective measures include the services, accommodations, or other assistance that the University may provide to complainants after notice of violation of the Title IX and VAWA Policy.

i. To ensure the safety and well-being of the complainant, the complainant may be allowed to change their class schedule, withdraw from class without financial or academic penalty, or change campuses/modalities.
ii. In-class accommodations may also be granted, such as additional time to submit assignments or allowing a test to be taken separately from the class.

iii. During the investigation, the University may also take interim measures, such as issuing and enforcing a No Contact Order, removing a student or faculty member from class, interim suspension, or changing a student, faculty member, or class location.

iv. The University will also honor an Order of Protection or No Contact Order entered by a State civil or criminal court.

2. Notification - Following an investigation, if there is sufficient evidence to indicate that a violation has occurred, the student will be notified of the specific charge(s) in writing

   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the student will be provided. Note: A Warning Letter is not appealable.

   b. The complainant(s) shall be notified of when and if a Charge Letter or warning is sent to the respondent(s).

3. Student Response - A student will be given ten (10) calendar days, from the date on the letter to submit a written response to the Title IX Coordinator (or designee).

   a. Failure of a student to respond to the Charging Letter will result in suspension from the University following completion of the current course if the student is then actively attending classes and is not subject to immediate suspension.

4. Processing Student Response -

   a. A student response admitting guilt will be sent to the Title IX Coordinator (or designee), who will determine the appropriate sanction(s).

   b. A student response denying the charge(s) will follow the Title IX Committee process outlined below.

      i. After the investigation is completed and the student has responded to the Charging Letter and denied the charge, both the Complainant/Accuser and the Respondent/Accused will be given notice of the Title IX Committee meeting and afforded the opportunity to appear at the meeting telephonically and/or present written witness statements for inclusion in the Title IX Case Packet.

      ii. The Title IX Committee will be convened to review the file and make findings and recommendations to the Title IX Coordinator who will have the ultimate decision making authority regarding the complaint.

   NOTE: If it is determined that there is a conflict or bias or the appearance of a conflict or bias, The Title IX Coordinator will be removed from the process and a qualified proxy will assist. (i.e. Assistant Title IX Coordinator, or Deputy Coordinator).

   iii. The Title IX Committee will be facilitated by a fair and impartial administrator from the Office of Dispute Management.

   iv. The Title IX Committee composition will be three fair and impartial individuals who have no prior involvement with the parties or the investigation: a faculty member, and two staff members: one from student services and one from academic affairs. The Committee will have received annual training on the issues related to sex/gender discrimination, sexual harassment, domestic violence, dating violence, sexual assault, and stalking and how to conduct a hearing process that protects the safety of victims and promotes accountability.

   v. The Title IX Committee will use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and make a recommendation to the Title IX Coordinator, Assistant Title IX Coordinator, Deputy Coordinator, or designee about whether a violation occurred and what sanction, if any, is warranted.

   vi. Respondents/Accused and Complainants/Accuser will be afforded the opportunity to separately address the Title IX Committee. This will be done via teleconference and each party will be given up to ten minutes to speak to the committee. The parties will not have the opportunity to cross examine or question one another or if the committee members. However, the complainant and respondent may, at the discretion and direction of the committee, suggest questions to be posed by the committee.

   vii. Complainant and respondent are entitled to the same opportunity to have others present during the committee meeting, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

      a. The University permits each party to have at least one support person present. Complainants and respondents are not entitled to representation by an attorney or any other third party at any point in the process.

      b. Any third party in attendance is there for support and not representation

   viii. Tape, digital, or other electronic recording of the committee meeting is not permitted.

   ix. The Title IX Committee members are given a Case Packet with all relevant information for the committee meeting, including any written response received from the Complainant/Accuser or Respondent/Accused, all evidence discovered during the investigation, and any written witness statements the parties have submitted.

      a. Parties are able to present evidence for the committee’s review; however, this evidence may not include sexual history of the complainant. Evidence of a prior consensual dating or sexual relationship does not imply consent or preclude a finding of sexual misconduct.

   x. The Title IX Committee members sign a Confidentiality Statement for Committee Members and, after the Title IX Committee’s deliberations, the Case Packets are required to be destroyed in order to maintain confidentiality.

5. Decision - the administrator delivers a summary report, containing findings of fact and recommendations, to the Title IX Coordinator, Assistant Title IX Coordinator, or Deputy Coordinator (or designee), who has the ultimate authority to accept, reject, or modify the recommendations of the Title IX Committee and render the decision. Any publicly available records will not include identifying information about the victim to the extent permissible by law.

   a. The decision will be communicated in writing simultaneously to both the Complainant/Accuser and the Respondent/Accused by the Title IX Coordinator or designee. The result must also include the rationale for the result and the sanction. Compliance
of this disclosure does not constitute a violation of FERPA.

b. In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, the University of Phoenix will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator(s) of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, the University of Phoenix will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

c. Any decision which affects a student’s enrollment or academic status shall be communicated to the Registrar’s Office for records update.

6. Sanctions - If a violation is found, disciplinary sanctions will be based on the seriousness and/or frequency of the situation and may include, but are not limited to, documented coaching by a University staff member, counseling by a contracted third-party provider, composition of a self-reflective or academic paper, completion of the Title IX/VAWA workshop, suspension and/or expulsion.

a. A recommendation of expulsion by the decision maker will be automatically reviewed by the Student Discipline Review Committee in the Office of Dispute Management and must be endorsed before the Title IX Coordinator (or designee) communicates that sanction to the student.

b. The SDRC is comprised of an administrator from the University, a Director of Academic Affairs, and an Associate or Assistant Dean from the accused student’s college or their respective designee. The decision of the SDRC is final and shall be communicated in writing directly to the student, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.

c. If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a Vice Provost, the Senior Vice President of Academic Operations, and the Dean of the accused student’s college (or their respective designees). The decision of the SMRC is final and will be communicated in writing directly to the student and the campus.

i. In the event that the SMRC is unable to reach a unanimous decision the case will be forwarded to the Provost for a complete review and final decision.

d. For matters of allegations of sexual assault, domestic violence, dating violence or stalking, the University will notify the Respondent and the Complainant of the procedures to appeal the results of the decision; and of any change to the results that occurs prior to the time that such results become final; and when such results become final. Appeals must be requested in writing to the Office of Dispute Management (ODM) within ten (10) days of receiving the decision.

**University of Phoenix Professional Standards for Candidates in the School of Nursing**

Candidates in the School of Nursing are subject to greater scrutiny because of their anticipated interactions with students, families, patients and clients in the community. These degree candidates participate in one or more clinical rotations, practicum, and/or preceptorships as part of their academic program. University of Phoenix faculty members have a legal, ethical, and academic responsibility to ensure degree candidates refrain from unsafe or unprofessional nursing practices. Candidates in the School of Nursing are expected to represent the University as professionals and adhere to the ethics and standards of their profession, irrespective of where the conduct may occur.

The following Professional Standards apply to Candidates in the School of Nursing Programs before, during, and after clinical rotations, practicum, and/or preceptorships. The Professional Standards address a candidate’s affective attributes and disposition to be nurses, nurse practitioners and/or healthcare providers. Monitored behaviors may extend outside the classroom to off-site activities and locations when the candidate’s behavior infringes upon the reputation of University of Phoenix, School of Nursing.

The School of Nursing adheres to the broader nursing community’s ethical standards as well as additional professional standards put forth by the School of Nursing administration.

1. University of Phoenix Student Code of Conduct Guidelines for acceptable student behavior, including academic integrity, at University of Phoenix can be identified in the Student Code of Conduct, available in the academic catalog.

2. American Nurses Association (ANA) Code of Ethics for Nurses The School of Nursing adheres to the ANA Code of Ethics for Nurses. Students are expected to read, understand, and perform in compliance with this Code. Candidates can locate the ANA code of Ethics here: http://www.nursingworld.org/codeofethics

3. Nurse Practice Act (by state) Because nursing care poses a risk of harm to the public if practiced by professionals who are unprepared or incompetent, the state, through its police powers, is required to protect its citizens from harm. That protection is in the form of reasonable laws to regulate nursing. Students are required to read, understand, and perform in compliance with their state’s nurse practice act. Candidates can locate this information here: https://www.ncsbn.org/nurse-practice-act.htm

4. ANA Principles for Social Networking and the Nurse ANA’s Principles for Social Networking and the Nurse: Guidance for the Registered Nurse provides guidance to registered nurses on using social networking media in a way that protects patients’ privacy and confidentiality and maintains the standards of professional nursing practice. A copy of the ANA Principles for Social Networking and the Nurse can be found here: http://www.nursingworld.org/principles

5. The candidate is sensitive to community and cultural norms that
pertain to the University classroom, clinical rotations, practicum, and/or preceptorships.

6. The candidate appreciates and values human diversity and shows respect for others' varied talents and perspectives.

7. The candidate refrains from engaging in nursing practice for which the student has not been authorized or for which the student has not been educated/validated at the time of the incident.

8. The candidate refrains from disrupting the programs of the School of Nursing or its affiliates.

9. The candidate will participate in or complete clinical work consistent with professional nursing practice, including satisfactory performance of all critical behaviors specified.

10. The candidate will adhere to College, School, Clinical, and Agency site policies and procedures.

11. Candidates will refrain from aiding, abetting or inducing another to commit a violation of the Student Code of Conduct or Professional Standards.

12. Candidates in the School of Nursing will assume responsibility for their own health as well as their own behavior.
   a. Transportation: Candidates in the School of Nursing are responsible for personal transportation to and from health agencies and/or clinical sites.
   b. Personal Electronic Devices: Candidates in the School of Nursing are responsible to be aware of and comply with agency policies regarding personal electronic devices.

A Candidate’s ability to satisfactorily meet the Professional Standards is a matter of ongoing academic judgment made by faculty, campus staff and campus management. When it is determined by faculty, campus staff, or campus management that a candidate falls short of meeting any of the above Professional Standards, they may file a “Referral Form” with the Campus College Chair, Regional or Campus Director of Academic Affairs, or designee. Any candidate who receives one or more referral(s) shall be counseled, remediated, or withdrawn from his/her program as appropriate. Candidates who are separately charged with violating the University of Phoenix Student Code of Conduct shall be subject to the policies, procedures, and sanctions issued by that office.

Procedure for Processing Referral Forms
The School of Nursing has instituted processes to ensure candidates are regularly evaluated by the faculty and have access to guidance and advisement on professional requirements. These processes are conducted through collaboration between faculty, campus staff, and campus management who understand the profession and who can offer constructive feedback. It is the intention of the Referral Process to identify a candidate’s deficiencies and promote dialogue on how the candidate can improve and move forward in their program.

During the course of his/her program, faculty members, through a review of grades and dispositions, will monitor a candidate’s academic progress. The Campus College Chair (CCC), Regional or Campus Director of Academic Affairs or Designee, will serve as the primary point of contact for remediation plans and/or Candidate Retention Committees.

A. One Referral
   a. Notification of a Referral Form is sent to the candidate in writing through the ecampus letter center by the Campus College Chair or designee identifying the candidate’s deficiencies in meeting the above Professional Standards.

b. The candidate shall be provided with ten (10) days to respond to the notification. If the student does not respond within ten (10) days the student will receive a suspension letter pending his/her response.

c. The candidate must meet with the Campus College Chair or designee to discuss why the referral occurred and whether or not a formal remediation plan or other corrective action is needed. At times this will result in the student being unable to resume classes until the requirements of the violation are fulfilled.

d. The Campus College Chair or designee may convene a meeting of the Candidate Retention Committee ("CRC") if deemed necessary. If the CRC will be convened, the notification to the candidate shall specifically describe the issue(s) to be discussed and the possible recommendation options available to the CRC.

e. If the CRC meeting is held, the Committee members shall discuss with the candidate the issues or problems that appear to be hindering his/her success and make one of the following recommendations:
   i. Take no action;
   ii. Institute a formal remediation plan; or
   iii. Programmatically withdraw the student

f. The candidate will have 30 days to complete any remediation plan or other corrective action decided on with the CCC, CRC, or designee. Failure to complete the plan within 30 days will result in a suspension.

g. The CRC shall issue a report explaining the basis for its recommendation.

h. If the candidate was placed on a status hindering academic progression during this process, that status will be removed once the candidate has fulfilled the requirements of the remediation plan and/or corrective action and will be able to resume coursework.

B. Two or More Referrals (of the same nature)

a. Notification of a Referral Form is sent to the candidate in writing through the ecampus letter center by the Campus College Chair or designee identifying the candidate’s deficiencies in meeting the above Professional Standards.

b. Notification shall specifically describe the issue(s) to be discussed and the possible recommendation options available to the CRC. At times this will result in the student being unable to resume classes until a meeting with the CRC and the subsequent actions are fulfilled.

c. The candidate shall be provided with ten (10) days to respond to the notification.

d. After the candidate has the opportunity to respond, the Campus College Chair or designee shall convene a meeting of the Candidate Retention Committee.
e. The CRC members shall discuss with the candidate the issues or problems that appear to be hindering his/her success and make one of the following recommendations:
   i. Take no action;
   ii. Institute a formal remediation plan; or
   iii. Programmatically withdraw the student.

f. The candidate will have 30 days to complete any remediation plan or other corrective action decided on with the CRC or designee. Failure to complete the plan within 30 days will result in a suspension.

g. The CRC shall issue a report explaining the basis for its recommendation.

h. If the candidate was placed on a status hindering academic progress during this process, that status will be removed once the candidate has fulfilled the requirements of the remediation plan and/or corrective action and will be able to resume coursework.

Appeals

If the CRC recommends that the candidate be withdrawn from the program, and this recommendation is endorsed by the Campus Director of Academic Affairs, the candidate has the right to appeal this decision to the Central Administration Appeals Committee (CAAC) within 10 days of receipt of the decision.

The CAAC is generally comprised of at least the Dean and an Associate Dean from the School of Nursing or designee(s), and a Regional Director of Academic Affairs (RDAA). The decision of the CAAC is final.

Who is the Candidate Retention Committee?

1. The CRC is comprised of the Campus College Chair or designee and at least two faculty members.
2. The candidate will be expected to participate in a dialogue with the Committee to exchange ideas on remediation or withdrawal from the program.
3. The candidate will not be permitted to have representation by an attorney or any other third party in this academic meeting.

University of Phoenix Supplemental Standards for Candidates in College of Social Sciences Counseling and Human Services Programs

Candidates in College of Social Sciences programs leading to certification or licensure in Counseling and/or Human Services at University of Phoenix are subject to greater scrutiny because of their anticipated interactions with clients and others in the community. These degree candidates participate in one or more field placements, practicums, and/or internships as part of their academic program. As prospective human services workers or counselors, College of Social Sciences candidates are expected to represent the University as professionals and adhere to the ethics and standards of their profession as well as the University's Student Code of Conduct.

The following Supplemental Standards for Candidates in College of Social Sciences Programs ("Supplemental Standards") apply to these degree candidates before, during, and after their field placements, practicums, and internships. The Supplemental Standards address a candidate's affective attributes and disposition to be a human services worker or counselor. A corresponding Professional Dispositions Rubric provides additional guidance.

A candidate's ability to satisfactorily meet the Supplemental Standards is a matter of ongoing academic judgment made by faculty, campus staff, and campus management.

1. The candidate contributes to a positive climate in the University classroom and all field placements, practicums, and internships.
2. The candidate demonstrates mastery of written and spoken language for self-expression, as well as for effective interaction in all settings.
3. The candidate is a thoughtful and responsive listener.
4. The candidate is committed to reflection, assessment, and learning as an ongoing process.
5. The candidate is willing to give and receive help.
6. The candidate is sensitive to community and cultural norms of the counseling and/or human services industry, the University classroom, and all field placements, practicums, and internships.
7. The candidate values human diversity and shows respect for others' varied talents and perspectives.
8. The candidate values the development of critical thinking, independent problem solving, and performance capabilities in himself/herself and those with whom he/she interacts.
9. The candidate demonstrates a commitment to keeping abreast of new ideas and understanding in the human services and/or counseling field.
10. The candidate demonstrates a level of responsibility and ethical judgment consistent with professional guidelines developed for these fields and appropriate for a professional human services worker and/or counselor. These guidelines are outlined in the National Organization for Human Services (NOHS) Code of Ethics, the American School Counselor Association (ASCA) Ethical Standards for School Counselors, and the American Counselors Association (ACA) Code of Ethics.
11. The candidate maintains the highest ethical standards in interactions with faculty, students, staff, and clients as well as in preparation and submission of required course work, and the completion of assignments.
12. The candidate maintains a pattern of consistently meeting academic and professional standards in courses, field placements, practicums and internships.

When it is determined by faculty, campus staff, or campus management that a candidate falls short of meeting any of the above Supplemental Standards, they may file a "Referral Form" with the Campus College Chair, Campus Director of Academic Affairs, or designee. Any candidate who receives one or more referral(s) shall be counseled, remediated, or withdrawn from their program, as appropriate.

Candidates who are separately charged with violating the Student Code of Conduct shall be subject to the policies, procedures, and sanctions for processing such charges. However, a charge under the Student Code of Conduct may also be the basis for a referral on separate academic grounds under these Supplemental Standards. Similarly, an observation under the Referral Process may be the basis for a Student Code of Conduct charge.

University of Phoenix Supplemental Standards for Candidates in College of Education Programs

Candidates in a University of Phoenix College of Education program leading to certification or licensure are subject to greater scrutiny because of their anticipated interactions with students,
parents, and the school community. These degree candidates participate in one or more field placements as part of their academic program. As prospective educators/administrators, College of Education candidates are expected to represent the University as professionals and adhere to the ethics and standards of their profession, as well as the University’s Student Code of Conduct.

The College of Education has instituted processes to ensure that candidates demonstrate the appropriate behavioral and programmatic skills required of the profession. As such, candidate interactions with staff, faculty, fellow students, and external placement constituents are observed throughout their attendance. Additionally, candidates are regularly evaluated by the faculty and have access to counseling on professional requirements. These processes are conducted through collaboration between faculty, campus staff, and campus management who understand the profession and who can offer constructive feedback. It is the intention of the Referral Process to identify a candidate’s deficiencies and promote dialogue on how the candidate can improve and move forward in their program. The Referral Process is not intended as punitive, but rather as a corrective measure to ensure candidates are prepared to enter their profession.

During the course of their program, including general education courses, candidates are expected to conduct themselves in accordance with the Student Code of Conduct, Professional Dispositions Rubric, and Supplemental Standards criteria. Faculty members will closely monitor a candidate’s academic progress through a review of grades and dispositions. Should a student be reported for academic or behavioral issues at any time during their period of attendance, a student may be issued a Referral under the Supplemental Standards. A referral may be issued with or without a corresponding Student Code of Conduct action.

Supplemental Standards

The following Supplemental Standards for Candidates in College of Education Programs ("Supplemental Standards") apply to these degree candidates before, during, and after their field placements. The Supplemental Standards address a candidate’s affective attributes and disposition to be an educator/administrator. A corresponding Professional Dispositions Rubric provides additional guidance. A candidate’s ability to satisfactorily meet the Supplemental Standards is a matter of ongoing academic judgment made by faculty, campus staff, and external placement constituents.

1. The candidate contributes to a positive climate in the University classroom and all field placements.
2. The candidate demonstrates mastery of written and spoken language for self expression, as well as for effective interaction in all settings.
3. The candidate is a thoughtful and responsive listener.
4. The candidate is committed to reflection, assessment, and learning as an ongoing process and believes that all students can learn.
5. The candidate is willing to give and receive help.
6. The candidate is sensitive to community and cultural norms in the University classroom and in clinical experience.
7. The candidate appreciates and values human diversity and shows respect and fairness for others’ varied talents and perspectives.
8. The candidate values the development of critical thinking, independent problem solving, and performance capabilities in him/herself and those with whom he/she interacts.
9. The candidate demonstrates a commitment to keeping abreast of new ideas and understanding in the education field.
10. The candidate demonstrates a level of responsibility and ethical judgment appropriate for a professional educator/administrator.
11. The candidate maintains the highest ethical standards in interactions with faculty, students, staff, and external placement constituents, as well as in preparation and submission of required course work and the completion of tests.

Referral under the Supplemental Standards

When it is determined by faculty, campus staff, or campus management that a candidate falls short of meeting any of the above Supplemental Standards, they may file a Referral Form with the Campus College Chair, Campus Director of Academic Affairs, or designee. Any candidate who receives one or more referral(s) shall be counseled, remediated, or withdrawn from their program, as appropriate. Candidates who are separately charged with violating the Student Code of Conduct shall be subject to the policies, procedures, and sanctions for such charges. However, a charge under the Student Code of Conduct will also be the basis for a referral on separate academic grounds under these Supplemental Standards. Similarly, an observation under the Referral Process may be the basis for a Student Code of Conduct charge.

University of Phoenix Supplemental Standards for Students/Candidates in School of Advanced Studies Programs

Students/candidates in a University of Phoenix School of Advanced Studies program are subject to greater scrutiny because doctoral students/candidates are expected to represent the University as scholars and professionals and adhere to the ethics and standards of their profession, as well as the University’s Student Code of Conduct.

The School of Advanced Studies has instituted processes to ensure that doctoral students/candidates demonstrate the appropriate scholarly and professional skills required of their advanced academic and professional standing that the doctorate represents. As such, student/candidate interactions with staff, faculty, fellow students, and external contacts are observed throughout their attendance. Additionally, doctoral students/candidates are regularly evaluated by the faculty and have access to counseling and academic advisement on scholarly and professional requirements. These processes are conducted through collaboration between faculty, campus staff, and campus management who understand the requirements of doctoral standing and who can offer constructive feedback. It is the intention of the Referral Process to identify a student’s/candidate’s deficiencies and promote dialogue on how the student/candidate can improve and move forward in their program. The Referral Process is not intended as punitive, but rather as a corrective measure to ensure doctoral students/candidates are prepared to enter their profession at the advanced level appropriate to a completed doctoral education.

During the course of their program students/candidates are expected to conduct themselves in accordance with the Student Code of Conduct, Professional Dispositions Rubric, and Supplemental Standards criteria. Faculty members will closely monitor a student’s/candidate’s academic progress through a review of grades and dispositions. Should a student be reported for aca-
demic or behavioral issues at any time during their period of attendance, a student/candidate may be issued a Referral under the Supplemental Standards. A referral may be issued with or without a corresponding Student Code of Conduct action.

Supplemental Standards

The following Supplemental Standards pertain to doctoral students/candidates in School of Advanced Studies programs. The Supplemental Standards address a student’s/candidate’s affective attributes and disposition to be a successful scholar and professional at the doctoral level. A corresponding Professional Dispositions Rubric provides additional guidance. A student’s/candidate’s ability to satisfactorily meet the Supplemental Standards is a matter of ongoing academic judgment made by faculty, campus staff, and campus management, and external placement constituents.

1. The student/candidate contributes to a positive climate in the University classroom, all residencies and research and/or practice settings.
2. The student/candidate demonstrates mastery of written and spoken language for self-expression, as well as for effective interaction in all settings.
3. The student/student/candidate is a thoughtful and responsive listener.
4. The student/candidate is committed to reflection, assessment, and learning as an ongoing process.
5. The student/candidate is willing to give and receive help.
6. The student/candidate is sensitive to doctoral community values and cultural norms for the degree program, the University classroom, research and scholarly activities, and/or practice hours within their discipline.
7. The student/candidate appreciates and values human diversity and shows respect and fairness for others’ varied talents and perspectives.

The following policy and procedures are to be used to mutually resolve disputes by and between students and the University. The policy and procedures as set forth herein are effective for students currently enrolled in the University as of July 1, 2016, or who enroll in the University on or after July 1, 2016. Students are encouraged to first bring the concerns outlined below to the attention of the appropriate individual/department, as set forth in Step One below. In connection with the University policies identified in Steps One, Two and Three below, this policy is intended to address disputes between a student and the University and create a framework by which a student and the University can resolve all such disputes. The University strongly recommends utilization of the resources identified in Steps One, Two and Three to resolve such disputes. None of these steps, however, precludes any student from seeking other forms of resolution, including in a court of law.

Step One: Internal Resolution

Students should first attempt to resolve any dispute or issue by contacting the following individuals/departments, and utilizing the process set forth in the corresponding section(s) of the Academic Catalog, as referenced below. Please note that the information provided below represents only the initial contact with whom such disputes should be reported. Students should carefully consult the Academic Catalog to gain a fuller understanding of the processes associated with reporting and resolving disputes related to these subject matters.

- Allegations of sex discrimination or sexual harassment: Camie Pratt, Associate Vice President and Title IX Coordinator, Office of Dispute Management ("ODM"). See Nondiscrimination Policy and Harassment Policy in Academic Catalog.
- Allegations concerning all other forms of discrimination: Campus Director of Academic Affairs, Campus Director of Operations, Campus Director of Student Services, or their respective designee. See Nondiscrimination Policy and Harassment Policy in Academic Catalog.
- Student Code of Conduct Violations (other than sex discrimination and sexual harassment): Registrar. See Student Code of Conduct section in Academic Catalog.
- General Student Grievances (other than sex discrimination and sexual harassment): Office of Dispute Management. See General Student Grievances section in Academic Catalog.
- Student Grievances relating to financial aid, account balances, or collections: Campus Management. See General Student Grievances section in Academic Catalog.
- Academic Issues: Student Appeals Center in ODM. See Student Appeals Center Section in Academic Catalog.
• Grade Disputes: Director of Academic Affairs or designee. See Grade Disputes section in Academic Catalog.

Step Two: Mediation

If a dispute is not resolved as a result of Step One, all parties are encouraged to participate in a formal mediation session facilitated by a professional, neutral mediator. Mediation is not mandatory but is strongly encouraged as an effective way to resolve disputes. The physical location for the mediation shall be mutually selected by the parties. If the parties elect mediation, the costs associated with the mediation shall be paid by the University. Both the student and the University shall submit in writing to the other the name(s) of one or more professional, neutral mediators as a potential mediator in the matter. The parties will exercise their best efforts to agree on the selection of a mediator. If the parties cannot agree on the selection of a mediator, then the parties can submit the matter to the American Arbitration Association (AAA) for the purpose of having a neutral mediator appointed in accordance with AAA’s mediation rules.

The mediator shall schedule the mediation as expeditiously as possible. All parties will have the opportunity to attend and participate in the mediation. Any party may be represented by counsel of his or her choosing, at his or her own expense. The mediator shall direct how the mediation will be conducted. As with all mediations, any resulting resolution must be mutually agreed to by the parties, which shall constitute a final and binding resolution of the matter.

Step Three: Binding Arbitration

If a dispute is not resolved as a result of Steps One and Two, all parties are encouraged to participate in binding arbitration as an alternative to resolving the dispute in a court of law. Arbitration is not mandatory but is strongly encouraged as an effective way to resolve disputes.

If the parties mutually agree to binding arbitration as the method to resolve their dispute, the following shall apply:

1. The parties shall select the neutral arbitrator and/or arbitration sponsoring organization by mutual agreement. If the parties cannot mutually agree to an arbitrator and/or arbitration sponsoring organization, the arbitration will be held and the arbitrator selected under the auspices of the American Arbitration Association (“AAA”). Except as provided in this Agreement, the arbitration shall be held in accordance with the then current Consumer Arbitration Rules of the AAA (“AAA Rules”). The AAA Rules are available by navigating to the “Rules and Procedures” section of www.adr.org, or by requesting a hard copy from the University Legal Department, currently at 4025 S. Riverpoint Parkway, Mail Stop: CF-KX01, Phoenix, Arizona 85040.

2. In arbitration, the parties will have the right to conduct adequate civil discovery, bring dispositive motions, and present witnesses and evidence as needed to present their cases and defenses, and any disputes in this regard shall be resolved by the arbitrator. The arbitrator may award any party any remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in his or her individual capacity in a court of law for the claims presented to and decided by the arbitrator, and no remedies that otherwise would be available to an individual in a court of law will be forfeited by virtue of this Agreement. The arbitrator shall apply the substantive law of the state in which the claim arose, or federal law, or both, as applicable to the claims asserted. The arbitrator is

without authority to apply any different substantive law.

3. Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. The University shall initially bear the administrative costs associated with the conduct of the Arbitration, subject to: (1) a one-time payment by the student toward these costs equal to the filing fee then required by the court of general jurisdiction in the state where the student in question attended the University (if the student is financially unable to pay a filing fee, the student will be relieved of the obligation to pay the filing fee); and (2) any subsequent award by the arbitrator in accordance with applicable law. In the event the law (including the common law) of the jurisdiction in which the arbitration is held requires a different allocation of arbitral fees and costs, then such law will be followed.

4. The Federal Rules of Evidence shall apply. The arbitrator shall have jurisdiction to hear and rule on pre-hearing disputes and is authorized to hold pre-hearing conferences by telephone or in person, as the arbitrator deems necessary. The arbitrator shall have the authority to entertain a motion to dismiss and/or a motion for summary judgment by any party and shall apply the standards governing such motions under the Federal Rules of Civil Procedure and applicable federal common law.

5. The arbitrator will issue a decision or award in writing, stating the essential findings of fact and conclusions of law. Except as may be permitted or required by law, as determined by the arbitrator, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of all parties. A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

Complaints to the Texas Education Agency

If the stakeholder is not satisfied with the complaint process or outcome, the stakeholder may file a complaint against the Program with the Texas Education Agency. The official Texas Education Agency complaint process can be found at http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/.
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ACADEMIC POLICIES

Academic Advisement

All students are provided the opportunity to communicate with a representative throughout the duration of their program. This advisement can provide students with a preliminary evaluation of their academic status prior to admission and the requirements they must satisfy for both admission to and the completion of their degree program. All students are notified of their official transfer of credits at the time of matriculation and may view their official transfer credit evaluation and progress toward degree completion at any time on their student website. Student services available on the student website include transfer credit summaries, official grades, program GPA, access to update demographic information, and the ability to request transcripts. Guidance on degree completion progress and options may also be discussed at any time with a representative.

Registration

Students must sign an Enrollment/Disclosure Agreement for the program of study which they intend to pursue. The student’s Enrollment/Disclosure Agreement defines the student’s curriculum and degree requirements. The executed Enrollment Agreement will be effective for a one year from the date signed. Students who register in an eligible program may qualify for financial aid in accordance with federal regulations.

A Social Security Number is required to be recorded on a student’s education record if s/he has or will receive U.S. Federal Title IV funding, U.S. Federal Veterans Affairs funding, and/or U.S. educational tax credit/T-1098. Students who have not or will not receive U.S. Federal Title IV funding, U.S. Federal Veterans Affairs funding, and/or U.S. educational tax credit/T-1098 will need to complete the Social Security Number Override Verification Form to have the Social Security Number omitted from his/her education record. Should the University be made aware that U.S. Federal Title IV funding, U.S. Federal Veterans Affairs funding, and/or U.S. educational tax credit/T-1098 has or will be disbursed to a student, the student’s SSN will be added to his/her student education record by the Registrar’s Office. If this occurs, the student will be notified by the Registrar’s Office that the SSN Override has been administratively rescinded.

Admission Statuses

There are thirteen types of admission statuses at the University of Phoenix representing a student’s standing: Registered, Orientation Pending, Admitted with Condition, Admitted, Deferred Admission, Graduate Provisional, Registered International Credentials, Non-Degree, Denied for Cause, Denied Admission, Admission Deadline Exceeded, and Re-Entry. Applicants to certain degree programs are permitted to begin their course of study under Registered, Registered with International Credentials and Provisional admissions statuses, but are not considered unconditionally admitted until the Office of Admissions and Evaluation grants a status of Admitted and all transfer credits are reviewed for applicability to the degree program. Official decisions regarding admission and academic statuses may be delivered to students via the student website or US Mail.

Registered (RR) Status

Students qualify for registered status upon completion of the application for admission and payment of the application fee (if applicable). Qualified degree-seeking students in the business, human services, management, education, counseling, computer information systems, psychology or nursing programs may attend a maximum of four courses under registered status. The University makes no guarantees of a favorable admission to students enrolled in course work under registered status.

Orientation Pending (OP) Status

Undergraduate degree applicants with less than 24 credits of previous college credit/evaluated credits as listed on their admissions application will be granted Orientation Pending (OP) admitted status after all admission documents have been received, the admission file has been reviewed, and all admission requirements for the chosen program have been met. As a condition of admission, students on Orientation Pending (OP) admitted status must satisfactorily complete the University Orientation prior to gaining unconditional admission status.

Admitted with Condition (AC) Status

Undergraduate degree applicants participating in a university sponsored trial period will be granted Admitted with Condition admission status after all admission documents have been received, the admission file has been reviewed, and the minimum admission requirements for the chosen program have been met. As a condition of admission, students on Admitted with Condition (AC) admission status must meet class attendance requirements in the fourth week of their first course (or after) and have all transfer credits evaluated prior to being unconditionally admitted.

En-route Credential (EC) Status

Students who are pursuing an en-route credential on the way to earning a higher level degree program will be placed on En-route Credential (EC) admission status for the lower level program being earned en-route. Student’s admissibility as a regular student will be enforced and maintained under the degree program of pursuit associated with the student’s enrollment agreement.

Admitted (AM) Status

The Office of Admissions and Evaluation in Office of Admissions & Records grants a student unconditional admitted status after all documents have been received, the applicant’s admission file has been officially reviewed, and all admission requirements and conditions for the chosen program have been met. Students in all programs must attain admitted status and be officially evaluated by the completion of their fourth University course. This provides the University the necessary information to develop individualized program schedules for each student and provides an opportunity for an admission decision to be made early in the program. Students who are unable to obtain an official admission status by the completion of their fourth University course will be administratively withdrawn from the University and placed on Admission Deadline Exceeded (DE) admission status.

Deferred Admission (DF) Status

Students will be granted deferred admission (DF) if documents or information required for admission (AM) are missing from the file. Students will remain on DF status until the required documents or information is received. Students on DF status cannot attend class and will be administratively withdrawn from the university until
the status is resolved.

**Graduate Provisional (PV) Status**

Students who meet all admission requirements in graduate programs except the minimum GPA requirement of 2.50 or 3.00 (see program specific admissions requirements) may be admitted on Provisional status if their entrance GPA is between 2.0 and 2.49 or 2.50 and 2.99 depending on the program of interest. Students admitted on provisional status must achieve a GPA of 3.0 in their University of Phoenix course work at the end of their fourth completed program applicable course to be unconditionally admitted and placed on Admitted status. Failure to meet the minimum grade point average (GPA) of 3.0 by the fourth completed program applicable course will result in a DA (Disqualified for Admission) student academic status.

**Registered International Credentials (RI) Status**

Students using copies of international academic credentials qualify for registered with international credentials status upon completion of the application for admission and payment of the application fee (if applicable). Students will not be granted unconditional admission using copies of international credentials until verification of the credentials or an original international academic record is received. Qualified degree-seeking students in the business, human services, management, education, counseling, computer information systems, psychology or nursing programs may attend a maximum of four courses under registered status. The University makes no guarantees of a favorable admission to students enrolled in course work under registered with international credentials status.

**Non-Degree (ND) Status**

Individuals interested in taking coursework at the University, but not interested in pursuing a degree, may register as non-degree students. Non-degree students enrolling in single courses within a degree or certificate program must meet the admissions requirements for the respective college or school. An approved list of courses is available on www.phoenix.edu under Individual Courses.

Students may also register for single courses for credit that are not currently part of a degree program or for non-credit bearing courses resulting in Continuing Education Units (CEU), Professional Development Units (PDU), or Contact Hours. Non-degree status may be granted upon completion of the application. Placement on this status for a student is determined by the campus in which the student seeks to complete non-degree coursework.

**Denied for Cause (DC) Status**

Applicants for admission who have violated a University policy or procedure or committed some other act which, if he or she were already a student, would pose a risk to the University or would subject him or her to sanctions for violating the Student Code of Conduct, will be placed on Denied for Cause status (DC) and will be administratively withdrawn from the university.

**Denied Admission (DN) Status**

Applicants who do not meet the minimum requirements for admission to a program will be placed on denied admission status and be administratively withdrawn from the university.

**Admission Deadline Exceeded (DE) Status**

Students who are unable to attain admitted status by the completion of their fourth university course will be placed on Admission Deadline Exceeded (DE) status and be administratively withdrawn from the University.

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**Re-entry Required (RE) Status**

Students who were previously admitted (AM, PV, IV, OP) into a program but have not posted positive attendance in a course for the amount of time designate by the re-entry policy will be placed on Re-entry Required (RE) admission status. Students placed on Re-entry Required (RE) status will be required to re-enter the most current program/version in their state or jurisdiction and submit an admission application, enrollment agreement and any other documents as required by the new program.

**Student Academic Standing**

The University recognizes the following Student Academic statuses for degree and certificate seeking students:

- **Regular (RG)**
  - Student is in compliance with applicable academic standing and progression based on program requirements.
- **Disqualified for Admission (DA)**
  - Disqualified for Admission results when provisionally-admitted students fail to achieve the minimum-required grade point average at the conclusion of the provisional period. The date of disqualification is determined by the course end date of the final course completed within the Provisional Admission (PV) period.
  - Students placed on DA status:
    - will be administratively withdrawn from the University and are not eligible to re-enroll until six months from the date of disqualification.
    - must be granted approval by the Student Appeals Center to re-enroll at the University and may not appeal to return prior to the end of the six month disqualification period. There will be no exceptions.
    - may not transfer to another program or major until they have fulfilled the six month disqualification period and have received approval through a student appeal.
    - must meet all conditions of the appeal decision and may be required to retake or replace the course(s) with the lowest grade(s) earned.
- **Academic Disqualification (AD)**
  - Academic Disqualification results when students on Academic Probation (AP) fail to achieve the minimum-required grade point average (GPA) at the conclusion of the probationary period. The date of disqualification is determined by the course end date of the final course completed within the AP sequence. The University will note the date a student is placed on and removed from Academic Disqualification on the permanent transcript.
  - Students placed on AD status:
    - will be administratively withdrawn from the University and are not eligible to re-enroll until six months from the date of disqualification.
    - must be granted approval by the Student Appeals Center to re-enroll at the University and may not appeal to return prior to the end of the six month disqualification period. There will be no exceptions.
    - may not transfer to another program or major until they have fulfilled the six month disqualification period and have received approval through a student appeal.
    - must meet all conditions of the appeal decision and may be required to retake or replace the course(s) with the lowest grade(s) earned.

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122
Scholastic Disqualification (SD)
Scholastic Disqualification results when a student does not meet the minimum grade requirement for a designated course in their program. If the minimum grade is not earned, the course will be treated as a non-passing grade (F) and will be awarded zero (0.00) credit. The course will be counted in the calculation of the GPA based on attempted credits. The University will note the date a student is placed on and removed from Scholastic Disqualification on the permanent transcript. Students placed on SD status:
• will not be allowed to continue in their program until they have fulfilled the requirements for progression as determined by University policy.
• may not transfer to another program or major without an approved appeal.

Scholastic Suspension (SS)
Scholastic Suspension occurs when a student is suspended for a period of time or indefinitely from the University. The student will be administratively withdrawn and the University will note the dates of suspension on the permanent transcript. Students placed on SS status will not be allowed to continue in their program or transfer to another program or major without an approved appeal. Students who are placed on Scholastic Suspension must use the following respective appeal processes:
• Student Code of Conduct Violation - Appeal to the Student Discipline Review Committee. (SDRC)
• Program Progression Requirements - Appeal to the Student Appeal Center (SAC), except were specifically noted in program policies
• Supplemental Standards Withdrawal from Program - Appeal to the Central Administration Appeals Committee (CAAC)

Expulsion (EX)
Expulsion occurs when a student is administratively withdrawn from the university and not permitted to return under any circumstances. The date of expulsion is noted on the official transcript.

Program Academic Standing
The University recognizes the following Program Academic statuses for degree and certificate seeking students.

Regular (RG)
Student is in compliance with applicable academic standing and progression based on program requirements.

Academic Probation (AP)
Students will be placed on Academic Probation when their program grade point average (GPA) falls below the minimum GPA required in their program. (R1) Students on Academic Probation status are restricted to a period of four consecutive completed program-applicable courses to bring their GPA to the minimum requirement for their degree program. Only courses that start and end after the course that placed the student on AP (Academic Probation) status will apply toward Academic Probation Concurrent enrollment is prohibited in this status.

Course Statuses

Administrative Withdrawal (AW)
Student is removed from a course due to certain academic, admissions, and/or financial statuses.

Audit (AU)
Student has received appropriate approvals to observe the course and will not receive a letter grade.

Completed (CO)
Student has attended enough workshops to meet minimum attendance requirements and to receive a letter grade.

Dropped (DR)
Student was in a SC or EN course status and requested to be removed from the course. The student has not met the minimum attendance requirements in the course.

Enrolled (EN)
Student is registered for a course and no class attendance has been posted.

Insufficient Attendance (TA)
Student has been automatically removed from the course due to not meeting minimum class attendance requirements.

Withdrawn for Admissions (WI)
Student not matriculated or student has been removed from admissions (AM) status after completing five courses.

Waived with Credit (WO)
Student has processed a waiver request through the Office of Admissions & Records.

Withdrawn for Prerequisite (WP)
Student has failed to meet the course and/or program prerequisite requirement.

Exemption (WV)
Course waived without credit.

Candidacy Statuses

Level 1 Candidate Status
Level 1 Candidate status is determined at the time of admission and is based on the admissions requirements for the desired program. Not all programs have a candidate status requirement.
• 1S: Level 1 Candidate Status Satisfied: Student has met the admissions requirements and has been admitted.
• 1N: Level 1 Candidate Status not satisfied: Student has not met the admissions requirements, has been denied admission, and therefore does not meet the requirements to achieve Level 1 Candidate Status. Students in a 1N Candidate Status should not attend class.

Level 2 Candidate Status
Level 2 Candidate status is a review of additional requirements needed for the student to progress in their program past a certain point, as designated in program policy.
• 2S: Level 2 Candidate Status Satisfied: Student has met the additional requirements by the specified deadline indicated in the program requirements.
2N: Level 2 Candidate Status Not Satisfied: Student has not met the additional requirements by the specified deadline indicated in the program requirements. A candidate status of 2N restricts the student from attending any future courses until the requirements are met and the student will be administratively withdrawn from the university.

**Enrollment Status**

The University recognizes the following enrollment statuses:

**Program Level Enrollment Status**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Full-Time</td>
<td>F</td>
<td>The student’s required academic workload for his/her program is at least 6 credits for an academic year, the student is actively attending class and the student’s official last date of attendance based on Academically Related Activities (ARAs) does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Extension (IX) grades are excluded from the 14 day out of attendance calculation.</td>
</tr>
<tr>
<td>Active Less Than Half Time</td>
<td>L</td>
<td>The student’s required academic workload for his/her program amounts to less than the 6 credits for an academic year, as determined by the institution. In addition, the student is actively attending class and student’s official last date of attendance based on Academically Related Activities (ARAs) does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Extension (IX) grades are excluded from the 14 day out of attendance calculation.</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>A</td>
<td>The student is on an approved Leave of Absence (LOA).</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>W</td>
<td>The student has been withdrawn from the University. Withdrawal can be unofficial, official or administrative.</td>
</tr>
</tbody>
</table>

**Student Level Enrollment Status (Overall Enrollment Status)**

The program level enrollment status determines a student’s overall enrollment status with the University. If there are multiple programs on record, the overall enrollment status will reflect the enrollment status of the program with the highest priority based on the hierarchy below:
1. Deceased
2. Approved Leave of Absence
3. Full Time
4. Less Than Half Time
5. Withdrawn
6. Graduated
7. Academic Complete
8. Not Started

**Student Falsification of Information**

All students applying for admission to the University have the responsibility to submit a complete and accurate application package including all academic and professional credentials required. Submitting incomplete, false, or misleading information may be grounds for dismissal at any time.

**On-Camera Conduct Policy**

Students, faculty and staff of University of Phoenix may have reason to utilize electronic camera communication. Any person engaging in a University of Phoenix related activity who activates a camera presence, whether intentionally or unintentionally, must comply with the following guidelines. Failure to comply with these guidelines may result in a Student Code of Conduct violation.

- All persons appearing on camera must be dressed appropriately, as if present in a physical classroom or office setting. Examples of prohibited conduct include but are not limited to appearing on camera without appropriate covering, having exposed undergarments, and wearing clothing which is sexual, discriminatory, or otherwise unprofessional in nature.
• The area visible by the other party must be free from all items which may detract from or be disruptive to the educational environment. Examples of prohibited items include but are not limited to firearms, drugs (legal or illegal), drug paraphernalia (legal or illegal), tobacco products, and material which is sexual, political, discriminatory, or otherwise unprofessional in nature.

• The area in use by all parties must be free from general distractions. Examples include, but are not limited, to children, animals, electronics, appliances, and other adults.

• Parties appearing on camera are to conduct themselves at all times in a professional manner. Either party to on-camera communication may end their video presence at will.

General Grievances
The University has established specific processes for students who wish to submit a grievance or appeal. These processes are outlined within the respective policies.

Grievances relating to financial aid, account balances, or collections must be reviewed by campus management before being submitted to the Office of Dispute Management (ODM). When such a grievance is received in the ODM, the student will be provided with guidance on filing a formal grievance via this office.

Student grievances and appeals not addressed in policy can be submitted in writing to the ODM, which will determine the appropriate course of action.

Academically-Related Appeals - Student Appeals Center (SAC)
Requests for exceptions to academic policy must be submitted via appeal to the Student Appeals Center (SAC). SAC decision-makers have the authority to make exceptions to University policy based upon a student’s individual circumstances. Decisions are based upon maintaining the academic integrity of the institution. It is incumbent upon the student to provide his/her campus representative with an appeal letter and all relevant documents and statements of support for the request. SAC Decisions are ineligible for appeal through any other entity within the University.

Grading Procedures
Course grades can be viewed on the student website (https://ecampus.phoenix.edu) on the Schedule and Grades page. In addition, students may view their grades on the official and unofficial transcript available on the home page by selecting Order Transcripts under the Quick Links listing. Faculty members are required to post final grades within seven days of completion of the course.

The University has established the following grading guidelines to be complied with by all faculty.

### Grade Definitions

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C–</td>
<td>1.67</td>
</tr>
<tr>
<td>A–</td>
<td>3.67</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D–</td>
<td>.67</td>
</tr>
<tr>
<td>B–</td>
<td>2.67</td>
<td>F</td>
<td>.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following grades are not issued quality points and do not calculate into the GPA:

I = Incomplete
IP = In Progress
IX = In Progress extension
W = Withdrawal
W/F = Withdrawal failing
P = Passing
AU = Audit
QC = No grade awarded
NC = No credit
WC = Waived with credit

The minimum passing grade for a University course is D–; however, some University programs and courses require higher minimum grades. Minimum grade requirements are documented within policy for those specific programs. Students who receive a grade below the minimum passing grade established for a course will not earn quality points, as the grade is considered a failing grade.

A = Outstanding achievement. Student demonstrates intellectual initiative in accomplishing course goals and objectives through high levels of originality and creativity.

B = Very good work. Student performance meets designated course goals and objectives by demonstrating understanding of the course materials at an acceptable level.

C = Average work. Student performance demonstrates average comprehension and satisfactory achievement of the course goals and objectives.

D = Unacceptable work. Student performance demonstrates minimum acceptable performance in accomplishing course goals and objectives.

F = Failing. Student performance demonstrates unsatisfactory or below minimally acceptable achievement in accomplishing course goals and objectives.

I = INCOMPLETE Student granted extension to complete assignments. A student who receives an incomplete is given up to five (5) weeks, at the discretion of the faculty, from the scheduled course completion date to complete the course requirements and receive a grade.
• The student’s final grade will be reduced by one full letter grade by the faculty member, regardless of the circumstances under which the Incomplete was granted. Students who do not complete any additional course requirements prior to the new deadline will be awarded the grade earned for the entire course, as though an incomplete grade had not been requested. Faculty members are required to produce completed Incomplete Grade Contracts as needed to enforce the new course completion deadline date.

• Incomplete grades shall be granted for active duty military personnel, regardless of component and including reserve and National Guard personnel who are deployed in operational war zones or in adjacent geographic areas in support of operational war zones. An "operational war zone" is, for purposes of this policy, defined as an area of operations where military personnel are engaged in active conflict or in post-conflict activities. If the student would like an opportunity to complete the course while deployed, an incomplete "I" grade can be issued instead of a "W" grade. The "I" grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete "I" grade shall be waived for deployed students.

    IP = IN PROGRESS An IP grade may be awarded in the following instances:
    • IP grade can only be awarded in qualified courses by the instructor. The IP grade allows the student additional time to complete requirements. IP grades will default to a QC or an F, depending on the course, if a letter grade is not posted by the faculty member, regardless of component and including reserve and National Guard personnel who are deployed in operational war zones or in adjacent geographic areas in support of operational war zones. An "operational war zone" is, for purposes of this policy, defined as an area of operations where military personnel are engaged in active conflict or in post-conflict activities. If the student would like an opportunity to complete the course while deployed, an incomplete "I" grade can be issued instead of a "W" grade. The "I" grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete "I" grade shall be waived for deployed students.
    • IX grade will default to an F when the course exceeds its expiration date and no grade has been submitted.
    • QC = No grade awarded. A QC is awarded in the following instances:
        • This grade may be used for zero credit courses once the attendance requirement has been satisfied.
        • A QC grade may automatically post for certain Doctoral and Counseling courses when the IP period expires and no formal grade has been submitted.
        • This grade allows students to repeat a course without penalizing their GPA in eligible courses.
        • AU = AUDIT Students will receive a designation of "AU" on their permanent record which will not carry any academic credit because there is no measurement of the student’s performance.
        • W = WITHDRAWAL Student withdrew due to exceeding the maximum allowable absences from the course or has been administratively withdrawn by the university. A "W" grade will be issued in the following scenarios:

        Program GPA is calculated using all University of Phoenix (UOPX) courses applicable to the student’s degree program. UOPX cumulative GPA is a calculation of all completed UOPX courses. The following quality points are associated with the respective grades below:

        | Grade | Quality Points | Grade | Quality Points |
        |-------|----------------|-------|----------------|
        | A     | 4.00           | C+    | 1.67           |
        | A–    | 3.67           | D+    | 1.33           |
        | B+    | 3.33           | D     | 1.00           |
        | B     | 3.00           | D–    | .67            |
        | B–    | 2.67           | F     | .00            |
        | C+    | 2.33           |       |                |
        | C     | 2.00           |       |                |

Program applicable coursework that may not apply towards the program in terms of credit, but is needed to fulfill a proficiency, prerequisite, or other degree requirement will be included in the Program GPA.

Grade Reports and Transcripts

At the end of each course, the faculty member submits and posts grades for each student. Students can view their course information including grades, GPA, program information and scheduled courses online at https://ecampus.phoenix.edu. The student’s official transcript is prepared by the Registrar’s Office. The official transcript will show the current enrollment status, all program(s) and GPAs as well as courses, grades, credits, and dates of instruction for all graded for-credit courses taken at University of Phoenix. Credits awarded from the Prior Learning Assessment will be recorded on the transcripts as the credits are awarded and assessment fees are paid.
Only a summary of credits transferred by institutions will be included on the transcript. If itemized information for these credits are needed, the student must contact the school where the credits were completed.

NOTE: Students may repeat courses. Only the grade and credit for the most recent repetition is used in calculating total hours earned and total cumulative grade-point averages. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated. Transcripts will be released only to students who are in good financial standing with the University.

Students may request official transcripts from the student website (https://ecampus.phoenix.edu) on the home page by selecting Order Transcripts under the Quick Links listing and by following the directions for requesting a transcript. Students may also request transcripts by phone, fax or mail by contacting the Office of Admissions and Records Service Center at 800-866-3919. Transcript Request Forms are also available at any University of Phoenix campus. Completed forms should be mailed to the Office of the Registrar, University of Phoenix, 4025 S Riverpoint Parkway CF-A206, Phoenix, AZ 85040. The Family Education Rights and Privacy Act of 1974 requires that all mail-in transcript requests be submitted in writing and be signed by the student.

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the University computer system, paper and/or microfiche, microfilm, disc or electronic imaging system.

**Grade Disputes and Grade Corrections**

The University has established a dispute process for students who believe a grade has been awarded incorrectly. Requests or disputes related to grades must be resolved by the faculty member, whose decision is final, unless the dispute alleges discrimination or harassment.

- Disputes challenging the accuracy of a grade must be submitted by the student to the faculty member, with a copy to the campus Director of Academic Affairs, or designee, within six weeks from the grade posting date. Grade disputes based on work submitted, class participation, or claiming a calculation error are to be resolved solely by the faculty member, whose decision is final.

- Disputes challenging a grade which also allege discrimination or harassment by the faculty member are addressed according to the Non-Discrimination and Harassment policies.

Student grades represent the work and knowledge level attained within the regularly scheduled course dates. Students are not allowed to submit extra work to raise their grade after the course has ended because this grade would no longer reflect the level of competency achieved upon completion of the course.

Student grades may not be changed by the faculty member after the grades have been submitted unless the student initiates the formal grade dispute process or if the faculty member determines the original grade was improperly calculated.

Disputes challenging a grade that also allege violation of an established University policy (other than discrimination or harassment) are addressed by the Director of Academic Affairs, or designee, who may mediate a resolution between the student and faculty member. However, the decision regarding whether to change the grade rests solely with the faculty member.

Decisions for grade disputes must be rendered prior to the student being degree conferred.

**Program Changes**

Students wishing to change their program/version must enter into the most current program or version offered in their state or jurisdiction. Students must do this through consultation with appropriate campus personnel as some other institutional requirements or restrictions may apply. Students changing into a new program must have documentation on file that meets all admission requirements for the new program being entered. Students who are changing programs to a new program that has employment/work experience/access to work environment requirements must submit a Program Change Addendum. Previously transferred or completed University of Phoenix coursework may not apply to the new program requirements due to differences in degree and content requirements for the new program being entered.

**Diploma Application and Degree Conferral**

University diplomas and certificates are issued to students who have completed all program requirements, are in good academic and financial standing, and whose credential has been officially conferred.

Upon completion of all program requirements, students must submit a diploma application (for a degree program) or certificate application (for a certificate program) in order to be considered for credential conferral.

Following credential conferral, the University will issue one complimentary diploma or certificate.

The date documented on the diploma will reflect the last day of the month in which all program requirements were completed and applied.

The date documented on the certificate will reflect the date on which all program requirements were completed and applied.

**Braille Embossed Diplomas**

Students may submit a request for a braille embossed diploma to the Disability Services Department. Requests for braille embossed diplomas should be submitted to Robert Becker, Disability Services Manager/Accessibility & Usability at Robert.Becker@phoenix.edu. Approved requests will be routed to the Registrar’s Office for fulfillment. Students must provide appropriate documentation and be officially degree conferred.

**Posthumous Degrees**

The University may present posthumous degrees for deceased students who were enrolled and posted positive attendance, and were in good academic standing in a University program at the time of their death.

Posthumous degrees may be presented to immediate family members who submit a notarized Affidavit of Family Member of Deceased Student or to the executor of the estate with official written authorization.

**Degree Posting**

Degrees are conferred and posted to students’ academic record and transcript on a monthly basis. A student’s degree will be posted on his or her academic record and transcript with the last day of the month in which all degree requirements are completed. Degree requirements are considered to be met when all credit has been posted to the academic record. The student’s individual program completion date is recorded on the academic record and transcript, indicating that all academic requirements for the degree were ful-
filled on that date. Diplomas are ordered bearing the last day of the month in which all degree requirements were completed for all students who have completed the degree requirements and who have paid all tuition and fees.

Students who are not eligible for degree conferral are notified by their Academic Representative of their degree deficiencies.

**Graduation with Honors**

Bachelor degree students who complete their degree program with a program grade point average of 3.85 or higher will graduate with "Honors". The "Graduated with Honors" designation will appear on the University diploma and permanent transcript.

**Participation in Commencement Ceremony**

Commencement ceremonies are held by the majority of campuses. Students who have met all of the requirements and completed a program with University of Phoenix (UOPX) are eligible to participate in commencement.

Students who have not yet completed degree requirements are eligible to participate in commencement ceremonies when they meet the requirements as outlined below:

- Regular (RG) student academic status by the ceremony registration deadline date
- Regular (RG) program academic status by the ceremony registration deadline date
- Satisfaction of all financial obligations to the University
- Completion of degree requirements within the specific credit limits outlined below:
  - Associate students- successful completion of all but 6 credits
  - Bachelor’s and Master’s students- successful completion of all but 9 credits
  - Doctoral students - successful completion of all credit and non-credit bearing degree requirements, including a completed dissertation approved by the Dean, prior to commencement eligibility.
  - Certificate students - successful completion of all but 3 credits

Students who do not meet the eligibility requirements will not be allowed to participate in commencement ceremonies. Campuses are not permitted to grant exceptions to these policies and no appeals will be accepted

Students who attend commencement ceremonies prior to completing their degree requirements are not guaranteed a University Degree. Academic standards must be met in order for a degree to be awarded. Students may fail to meet these standards after attending the commencement ceremonies.

Any student who meets the eligibility requirements may participate in a commencement ceremony at any UOPX campus location. Registration information and a complete listing of scheduled commencement ceremonies may be accessed via the student website.

Per the Puerto Rico Council on Higher Education, students enrolled in programs that are not approved for enrollment at the Puerto Rico campus are restricted from participating in commencement ceremonies held in Puerto Rico.

All Bachelor’s level students who have met the University Honors requirements, and have been degree conferred, will be recognized at commencement ceremonies with the University honor cord (Students must be degree conferred before the ceremony date).

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**Program Completion Deadlines**

The following program completion deadlines outline the maximum timeframes allotted to students who have remained in continuous attendance according to the University’s re-entry policy to complete all requirements for their selected program version.

<table>
<thead>
<tr>
<th>Program</th>
<th>Years for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>within 5 years</td>
</tr>
<tr>
<td>Associate of Arts within 5</td>
<td>years</td>
</tr>
<tr>
<td>Associate of Arts</td>
<td>within 2 years</td>
</tr>
<tr>
<td>(Credit Recognition)</td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td>within 8 years</td>
</tr>
<tr>
<td>Masters</td>
<td>within 5 years</td>
</tr>
<tr>
<td>Doctoral except for PHD/IO &amp;</td>
<td>within 8 years</td>
</tr>
<tr>
<td>EdS</td>
<td></td>
</tr>
<tr>
<td>PHD/IO</td>
<td>within 9 years</td>
</tr>
<tr>
<td>EdS</td>
<td>within 3 years</td>
</tr>
</tbody>
</table>

Program completion deadlines are calculated based on first date of positive recorded class attendance in the student’s program version.

Changes to a selected major, concentration, emphasis, or on-route credential in which a student remains in the same program version will not result in a change to the student’s program completion deadline.

A student who changes their program and/or version will have a new program completion deadline calculated based on the first date of positive recorded attendance in the course beginning after the student’s program completion deadline.

- A student who posts positive class attendance in a program version, changes their program and then reverts back to their prior program version will be held to their original program completion deadline for that program version.

**Disclaimer on Job Placement**

The purpose of the degree programs offered by the University of Phoenix is to extend the nature and range of careers available to its students by providing a quality education that integrates theory with practical application. However, the University cannot offer guarantees of job placement, advancement, or continued employment.
ACADEMIC QUALITY AND OUTCOMES ASSESSMENT

Academic Quality and Outcomes Assessment
Ensuring Consistent Quality

Over the last three decades, University of Phoenix has made significant investments in developing and maintaining systems to ensure academic quality. These systems enable the institution to measure and evaluate the University’s effectiveness in meeting its mission and purposes and to use the evidence to continuously improve students’ educational experiences and institutional processes. The comprehensive nature of the academic quality systems and the data produced provide the University with significant and meaningful input that is used to review and improve every aspect of the institution. Data gathered from course evaluations and student learning assessment are used in the curriculum development process and in the creation of faculty professional development tools. Data gathered from the continuous evaluation of institutional processes and systems are used to streamline processes and to make administrative support systems more user-friendly, continuously building on the analysis of information gathered.

Academic Quality Improvement and Outcomes-based Assessment

Academic quality is an integral part of the culture of continuous improvement at University of Phoenix. The University’s focus on academic quality improvement ensures that the institution is meeting its mission through continuous assessment and evaluation of faculty, curriculum, and processes.

Curriculum Development

University of Phoenix curriculum is designed to integrate adult learning theory, constructivist learning theory, brain-based learning research, and professional practice. Programs of study are defined and guided by professional standards, competencies, and/or proficiencies for student achievement of learning outcomes. Curriculum is designed to facilitate the acquisition of theoretical content and useful knowledge and skills identified as essential to the academic and professional success of working adults. The curriculum is designed to integrate academic theory, skills, dispositions, lifelong learning, and professional practice in a manner applicable to students’ work and life experiences.

Assessment of Student Learning

For University of Phoenix, the purpose of outcomes-based assessment of student learning is to generate information to the faculty, program, college and school, and University about the efficacy of its curricula and educational practices in enabling students to achieve exit-level expectations at the course, program, and institutional levels. Assessment answers the question: How well are University of Phoenix students meeting the general education, programmatic, and institutional learning outcomes underscored by the University’s mission? Its findings inform opportunities for curricular and pedagogical improvement, decision-making processes for policy consideration and resource allocation, and accountability. The process for outcomes-based assessment of student learning uses the following conceptual framework:

- Assessment Planning
- Collecting Evidence and Analyzing Data
- Implementing Improvement
- Monitoring Effectiveness of Improvements

By utilizing this assessment process, the colleges and schools establish clear, measurable outcomes and ensure that students have sufficient opportunities to achieve outcomes; systematically gather, analyze, and interpret evidence to determine how well student learning matches stated expectations; use assessment findings to improve student learning; and monitor improvements by measuring changes in student learning over time.

Academic assessment provides the means for monitoring the educational experience of our students and gathering evidence of student learning. The University’s academic assessment processes include an ongoing combination of direct measures, such as course-embedded assignments, portfolios, and exams, and indirect measures that gather information from students, alumni, and employers. The instruments and measures are designed to provide valid and reliable evidence to support continuous improvement of academic programs.

Assessment of Students’ Educational Experiences and Administrative and Educational Support Units

Another major component of ensuring academic quality improvement is the assessment of students’ educational experiences and the processes of administrative and educational support units. A cadre of instruments and measures are used to monitor the day-to-day educational systems involving student, faculty, curriculum, and administrative services. By performing interim program review, evaluating faculty adherence to program standards and practices, and making small-scale resource decisions, information from academic quality improvement resources is used for assessing overall quality and compliance.

Multiple Measures of Effectiveness Academic Program Review

Academic Program Review (APR) at University of Phoenix is designed to foster academic excellence at all levels of the University. The APR affords UOPX faculty and college/school leadership the information to support the improvement of student learning; the structure to assess program quality, relevancy, and currency; the opportunity to reflect on the alignment of program goals with institutional mission and strategic initiatives; and the provision of data and evidence to support college/school and institutional planning, budgeting, and decision-making. The APR is a key component of the University’s assessment system and reflected within the University Program Life Cycle (UPLC).

Beginning of Program Survey (Registration)

During the registration process, students are asked to provide basic background information about themselves. Much of the information from this Registration Survey is used for analyzing outreach trends and for regulatory reporting. However, the Registration Survey also contributes to assessment in two important ways. First, it is used to obtain basic demographic information about students: age, gender, race/ethnicity, work experience, occupation, and income. Second, students are asked to provide information about their goals in attending the University: to identify major academic and professional objectives, to rate the importance of factors influencing their decision to choose the University of Phoenix over alternative institutions, and to indicate what instructional methods are most effective in helping them assimilate and retain knowledge. The Registration Survey is also used to discover how students learned about the University, how they are financing their education, where they live and work in relation to University facilities, and whether they are satisfied with the recruitment and regis-
Student End-of-Course Survey (SEOCS)

Students in all courses complete an End-of-Course Survey, which focuses on students’ evaluation of the curriculum, educational effectiveness, learning teams, time allocation, University Library, administrative and support services, facilities and equipment, and faculty skills and abilities. These measures are of significant value in diagnosing how well each component of the University’s teaching/learning model is functioning in meeting student needs.

Faculty End-of-Course Survey (FEOCS)

Faculty complete an End-of-Course Survey, which focuses on curriculum evaluation, educational effectiveness, time allocation, administrative and support services, facilities, and access to technology. Because faculty are required to be highly qualified practitioners of the subjects they teach, they serve as an invaluable resource for evaluating programmatic curriculum. Faculty are also the University’s best resource for determining whether students are professionally and academically prepared to benefit from their educational experiences.

Faculty Grading Practices

Accurate and fair evaluation of student academic performance is an important attribute of an effective educational program. Accordingly, measures of grade variance are reported by program. Grade variance for campus and individual faculty members are reported as elements of feedback for self-improvement and compliance with University standards of good practice.

End-of-Program Survey

Students finishing their degree programs complete an End-of-Program Survey. This survey asks graduating students to evaluate their overall University of Phoenix experience in areas such as quality of the education they received, skills and knowledge, and workplace application, as well as career advancement and progression. University officials use the information from this survey to continually enhance curriculum, instruction, student services, and overall university operations.

Academic Alumni Questionnaire

Graduates are asked to evaluate the effectiveness of their University of Phoenix education after they have had sufficient time to integrate their learning with the demands of their career and personal responsibilities. Using measures driven by the University’s mission, the alumni identify factors that influenced their decision to attend the University of Phoenix, the major personal and professional goals they achieved as a result, the quality of their educational experience according to the stated program student learning outcomes, how effective the University’s teaching/learning model was in helping them achieve their educational goals, and their employers’ opinions of the programs’ benefits. Data gleaned from the Questionnaire is used in program evaluation.

Persistence, Retention, and Graduation Studies

Numerous special studies are undertaken to explore trends and issues of potential significance to academic decision-makers in program evaluation. These studies may include enrollment by campus by academic program, persistence and graduation rates by admission status (first-time; lower-and upper-division transfers), gender and race/ethnicity, class size by rating of faculty and educational effectiveness, etc. Emphasis is placed on examining the nature and extent to which students’ educational needs and expectations are being met during the enrollment process, throughout their course work, when they graduate, and in their continuing professional development as alumni.

Classroom Performance Review

The University is committed to providing excellent instructors, which necessarily calls for an ongoing system of faculty evaluation. Faculty members receive periodic Classroom Performance Reviews and feedback from Student End-of-Course Surveys. Faculty members also have an opportunity to provide the University with input about course curriculum, University services, and other related topics at the end of each course. Campus staff review and follow up on all input and feedback from students and faculty. A periodic Classroom Performance Review is completed for each active faculty member at least once every two years. The review represents one method of faculty evaluation based on a class observation.

Each review is conducted with a standardized form by a trained reviewer. Based on the observation, campus academic leadership and the faculty member discuss strengths and areas for improvement related to the faculty member’s facilitation skills, assessment and feedback practices, coverage of course objectives, and overall class management.
UNIVERSITY OF PHOENIX ALUMNI ASSOCIATION

Whether you are a recent graduate or a long-time University of Phoenix alumnus, the Alumni Association is an exclusive benefit of University of Phoenix. You are automatically a lifetime member, and no fee or registration is required.

To get the most out of your membership, visit the alumni website at alumni.phoenix.edu and update your profile. You may also print your Alumni Membership Card from your profile page to use as proof of graduation for discounts and more. Begin connecting with the association and your fellow graduates, and start exploring the benefits available to you:

**Career Resources**
- **Phoenix Career Guidance System™** Continue accessing the entire suite of career tools you enjoyed as a student. Use it throughout your career to conduct labor market research, attend workshops and explore job openings. Learn more at alumni.phoenix.edu/career-resources.
- **Phoenix Career Corner™** Get the latest career advice from recognized social experts at alumni.phoenix.edu/career-resources.

**Alumni Services**
- **Alumni Locator Tool** - Find and connect with other graduates of University of Phoenix who have public profiles, and build a foundation that promotes communication and networking. Visit alumni.phoenix.edu/search-alumni.
- **Alumni Mentor Program** - Join forces: knowledge + experience = power. The program connects University of Phoenix students to UOPX alumni volunteers for one-on-one online mentorships. Alumni mentors share success stories, industry insights and provide motivation and support. You can apply to be a mentor today or request a mentor for yourself. Find out more on the Alumni Association website at alumni.phoenix.edu/mentor.
- **Alumni Business Directory** - Are you an entrepreneur? Promote your business to fellow alumni. Not an entrepreneur? Support the businesses of your fellow alumni. alumni.phoenix.edu/bizdirectory
- **Alumni Chapters** - There are Alumni Chapters in cities across the country. Share experiences, advice and contacts informally by joining a chapter near you. To learn more about specific locations and chapter events, visit alumni.phoenix.edu/chapters.
- **Benefits & Savings** - Save money on brand-name items through University Marketplace, featuring discounts and cash-back offers from hundreds of retailers. Visit uopxalumnimarketplace.com. University of Phoenix also has partnerships with several businesses to bring discounts to UOPX alumni. You can find these special offers on the Benefits and Discounts page of the Alumni Association website.
- **Scholarships** - The Center for Scholarship Excellence and the Alumni Association have scholarships specifically designed for alumni. Take a look at the scholarship opportunities available to help you continue your education. Visit alumni.phoenix.edu/scholarships.
- **Social Media** - When our network grows, so does yours. Connect and stay in touch with fellow graduates near and far through Facebook®, Instagram®, LinkedIn®, Pinterest® and Twitter® online communities.

- **Homecoming** - The Alumni Association hosts Homecoming festivities across the country every year. Visit with old friends and make new connections. Other local networking and career events are held throughout the year. alumni.phoenix.edu/events
- **Phoenix Focus** - Be in the know with Phoenix Focus, your alumni magazine, featuring alumni profiles, career advice and in-depth articles to inspire you. Read the latest edition of Phoenix Focus at alumni.phoenix.edu/pf.
- **Share Your Story** - Tell others how education played a part in your success. Email your story to alumni@phoenix.edu.

**Financial Services**
- **Student Loan Resources** - Manage your student loan repayment options and make better financial decisions with iGrad, our complimentary financial planning tool. Visit alumni.phoenix.edu/iGrad.

**Academic Resources**
- **Complimentary online resources** - Keep learning and brush up on skills you use in the workplace with continued 24/7 access to the University Library phoenix.edu/library, the Center for Mathematics Excellence phoenix.edu/mathematics-excellence and the Center for Writing Excellence phoenix.edu/writing-excellence.
- **Transcripts** - Need a copy of your transcript? Visit phoenix.edu/students/transcripts to order one.

**Additional Information**
Visit us on the Web at alumni.phoenix.edu
800.795.2586
E-mail address: alumni@phoenix.edu
facebook.com/uopxalumni
instagram.com/uopxalumni
linkd.in/uopxalumni
pinterest.com/uopx
twitter.com/uopxalumni
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Admission Procedures

Application Process

Potential students applying for admission to the University’s undergraduate degree programs begin the admission process by submitting a complete and accurate application. An application which is later verified to contain incomplete, false or misleading information may be grounds for dismissal and administrative withdrawal. Once the application has been received by the University, applicants are responsible for ensuring the completion of their admission file. No applicant will be formally accepted for admission until their admission file is complete and officially evaluated. Formal written notice is provided by the central Office of Admissions & Evaluation upon formal acceptance.

The University will advise students which admission file documents are required in order to begin a program of study. Students may attend their first four courses under Registered status. Students, however, must submit all admission documentation and gain unconditional admission status prior to the start of their fifth course. Students failing to submit all documentation prior to the end of the required time frame will be administratively withdrawn until formally admitted by the central Office of Admissions & Evaluation. The University cannot guarantee that a student who begins coursework under Registered status will be admitted to the degree program.

Undergraduate students who have served in the United States military must submit their Joint Services Transcript (JST) or a transcript from a regionally accredited military university or college (Community College of the Air Force and US service academies). If these documents are unavailable, American Council on Education (Community College of the Air Force and US service academies). If these documents are unavailable, American Council on Education registration (AARTS and SMARTS) discharges papers (DD-214) will be accepted. This is a requirement if students will be applying for VA educational assistance.

Applications of individuals who have not gained admission to, or enrolled in the University, will be kept on file for one year. After that time, the applicant is required to submit a new application and materials for admission review.

Transcript Requests of Other Institutions

Because institutions vary in the time they take to respond to transcript requests, all transcripts should be requested immediately upon submission of an application. University staff will process all requests for transcripts on behalf of the student unless the transferring institution does not accept third party requests. However, it remains the student’s responsibility to ensure that all transcripts are submitted to the University. Students must sign a “Transcript Request Form” for each transcript being requested from educational institutions and national testing programs.

Official Transcript Time Limits

All official transcripts must show an issuance date not more than one year prior to receipt by the University. This is to ensure that all prior course work is reflected on the transcript. Official foreign records do not have the same time limit issuance requirements, as these documents may be difficult to obtain. This exception does not apply to Canada or U.S. territories.

General International Admissions Information

Graduate applicants relying on educational credentials from an institution outside of the United States to meet admission require-
Secondary completion credentials earned outside of the United States are considered comparable to United States secondary completion credentials and do not need to be validated unless required by the student's state or jurisdiction.

Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet the English language proficiency requirement for admission. Specific English language proficiency policies will be listed in the admission requirements section for each program.

If documents are issued to University of Phoenix in a language other than English, the student will be required to obtain an official translation and submit it to University of Phoenix. Translations must be completed/verified by an official translation service, a foreign language department of an accredited college or university, the country’s embassy/consulate or by the Office of Admission and Records at University of Phoenix if translation services are provided for that specific language.

The University is authorized under Federal law to enroll nonimmigrant students. University of Phoenix only issues Forms I-20/A-B to Border Commuters and approved doctoral learners during their residency in the United States. Form I-20/A-B is required by students who need to obtain F-1 (Student) visas to attend school in the United States. The University is only authorized to issue the I-20 for students attending specific campus locations and programs recorded with DHS.

### Admission Deadlines

The University cannot guarantee that a student who begins coursework will be admitted to his/her degree or credit-bearing certificate program. Students in all programs must be officially admitted by the completion of their fourth University course. Students who are unable to be admitted by the completion of their fourth University course will be administratively withdrawn from the University and placed on Admission Deadline Exceeded (DE) admission status.

### Admissions Appeal Process for Expelled Students

Expelled students are not eligible for admission to University of Phoenix. No appeals will be accepted for students expelled from University of Phoenix. Appeals will be reviewed for students who were expelled from other institutions. Applicants for admission are not eligible to begin classes until formal approval of the appeal is obtained. Students who fail to disclose all prior colleges and universities attended on their Application for Admission may result in a charge under the Student Code of Conduct if it is discovered after their admission to UOPX that they were expelled from an undislosed institution.

### Undergraduate Admission Requirements

Most undergraduate programs have additional admission requirements listed within the program specific information. All applicants are expected to meet the following admission requirements:

- Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet one of the following exceptions in order to meet the English Language Proficiency Requirement:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.

- or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.

- or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.

- or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.

- or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.

- or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:

- The applicant has successfully completed thirty (30) transferable, academic semester credits at a nationally accredited college or university in the United States.

- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.

- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.

- The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.

- The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.

- The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.

- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
• Have been granted asylum or refugee status.
• Applicants who reside in Canada must meet one of the following requirements:
  • Be a legal resident of Canada
  • Be a landed immigrant
  • Have a valid visa that does not prohibit educational studies
• A completed and signed undergraduate application
• A signed Enrollment/Disclosure Agreement.
• Completion of any state-specific required documents or forms.
• Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
• Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.
• Students enrolled in programs that are not administered under the risk free period policy*, who list less than 24 previous college credits as recognized by the University on the admissions application, are required to successfully complete a University Orientation Workshop (UNIV 100 or UNIV 101) to be officially admitted (AM).

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Students attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.
• Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students attending a local campus in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Students attending a local campus in Hawaii must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.
• The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

• A medical exemption may be granted to specific vaccines.
  • A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student’s life or health, and specify the reason based on valid medical contraindications.
  • The physician must state the length of time during which the vaccine would endanger the student’s health or life.
  • The exemption certification must be signed by the physician on the physician’s printed stationery.
  • A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization.
  • If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.
  • A copy of each exemption must be kept in the student’s health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in this state shall provide a Certificate of TB Examination issued in the United States within 12 months prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school.

Students residing in the state of Connecticut are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

In accordance with Section 10a-155 of the Connecticut general statutes, all full time or matriculating students will be required to demonstrate proof of adequate immunization against measles, mumps, rubella (MMR) and varicella as recommended by the Advisory Committee for Immunization Practices (ACIP). For more specific state information, refer to the link below. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

• The student was born before January 1, 1957 (applicable to MMR vaccine only).
• The student was born in the United States before January 1, 1980 (applicable to the varicella (chicken pox) vaccine only)
• The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.
• The student has documentation from a physician or director of health that he/she has had a confirmed case of one or more of the diseases as indicated on the immunization form.
• The student has laboratory confirmation of immunity to the disease(s) as indicated on the immunization form.
• The student has submitted a statement that immunization is contrary to his/her religious beliefs.
• The student is enrolled exclusively online and does not congregate with other students on campus or at campus-sponsored events. If the student later decides to attend a class at a University of Phoenix local campus location in Connecticut, the student must meet the immunization requirements before he/she may begin attending classes at a local campus location.
• The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.
• Programs administered under the risk free period policy are indicated as such in the “General Information” section of the program’s policy in the catalog.

Residency Requirements and Course Waivers for Bachelor Programs

Please see the program for any additional program specific residency requirements and course waivers. The following does not apply to nursing and education programs.

• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

• Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Residency Requirements and Course Waivers for Associate Programs

Please see the program for any additional program specific residency requirements and course waivers. The following does not apply to nursing and education programs in addition to the AACR.

• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits (as a part of the final 30 credits of the program) from a combination of Required Course of Study and General Education courses must be completed at University of Phoenix.

• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

University Orientation Workshops

Applicants to designated undergraduate programs requiring the Workshop for admission who list less than 24 previous college credits as recognized by the University on the admissions application are required to successfully complete a three week University Orientation Workshop (UNIV 100 for Online or UNIV 101 for local campus) prior to attending a credit bearing degree applicable course.

The following define the University Orientation Workshop statuses:

• Orientation Complete (OC): Applicant has attended all three weeks and successfully submitted all assignments.
• Orientation Not Complete (ON): Applicant has not successfully completed all Orientation requirements and will remain on Orientation Pending (OP) admission status. Applicants will be allowed two attempts to successfully complete the Orientation. After a second unsuccessful attempt, participants are required to sit out for a period of six months after the last posted attendance in the second attempt.
• Orientation Extended (OX): An extension has been awarded to eligible applicants who require reasonable accommodations under Americans with Disabilities Act (ADA). If an applicant does not fulfill the Orientation Workshop requirements at the end of the extension period, the OX status will default to Orientation Not Complete (ON) status. Orientation Complete (OC) and Orientation Not Complete (ON) completion statuses are not considered grades and will not be calculated in the grade point average (GPA).

Students who were previously admitted to the University are not required to complete the University Orientation Workshop.

Risk Free Period Policy

Students enrolled in programs that are eligible for the risk free period policy* are not required to complete a University Orientation Workshop.

The first three weeks of the first course constitute the trial period for programs that are eligible for the risk free period policy. First time attendees who indicate less than 24 previous college credits (as recognized by the University) on the admission application, who have not previously been admitted as a regular student to the University, and who are intending to pursue such programs will participate in the trial period and will be conditionally admitted. This trial period will apply to all repeated attempts to complete the first course in the program while students are in Admitted with Condition status. Students will be eligible for unconditional admission to the University after meeting class attendance requirements in the fourth week of their first course (or after the fourth week) and after having transfer credits evaluated.

Students will not be eligible for Title IV, HEA funds until they are admitted as a regular student after the trial period has completed. Once admitted as a regular student, students become eligible for Title IV, HEA program funds back to the beginning of the payment or loan period, as applicable, including the trial period. Students who decide not to continue in the trial period may opt out with no financial obligation prior to meeting class attendance requirements for their fourth week in their first course with the University. Students who withdraw after the trial period and do not continue enrollment will not be eligible for Title IV, HEA program funds for the trial period.

Students will indicate their intent to continue with their program by meeting class attendance requirements in the fourth week of their first course (or after the fourth week) at which point the trial period will end. Students completing the trial period that meet class attendance requirements for their fourth week or after will be financially responsible for all associated course charges. Students that record positive class attendance in at least one class that do not meet the class attendance requirements for the course due to exceeding maximum allowable absences will receive a "W" grade for the course which will be documented on the University of Phoenix transcript.

*Programs that are eligible for the risk free period policy are indicated as such in the "General Information" section of the program’s policy in the catalog.

Academic Progression Requirements

Students entering the University bachelor degree programs (other than AAEE, LVN/BSN, LPN/BSN, BSN, BLS, and BSED/E) with fewer than 24 previous college credits as recognized by the University on the admissions application are required to complete the First-Year Sequence. To enroll in the required course of study students must have a minimum of 24 credits. Students who have 24 credits may take select courses in the business foundation. Students must have 60 credits to enroll in the major.

As an alternative, enrollment into major coursework also extends to students who have completed 45 credits, of which 21 credits were earned at the University.

First-Year Sequence

• Applicants disclosing 24 or more previous college credits on the admissions application, enrolling in designated undergraduate programs must successfully complete the entry course as outlined in the individual program policy as the first course with University of Phoenix, and are not required to enroll in the First-Year Sequence.
• Applicants disclosing fewer than 24 previous college credits on the admissions application, enrolling in designated undergraduate programs, are required to complete the First-Year Sequence.
• Prior Learning Assessment and credits earned through National Testing Programs are not included as previous college credits when determining placement in the First-Year Sequence.
• First-Year Sequence students must satisfy all seven (7) required courses from the First-Year Sequence prior to enrolling in any other program applicable course.

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Preferred Sequence

GEN 195 ................................................................................... 3 credits
Foundations of University Studies
COM 170 ~ ................................................................................. 3 credits
Elements of University Composition and Communication
COM 172 ~ ................................................................................. 3 credits
Elements of University Composition and Communication II
HUM 114 - Critical Thinking and Creative Problem Solving ................................. 3 credits
PSY 211 - Essentials of Psychology .................................................................... 3 credits
SCI 163 - Elements of Health and Wellness ...................................................... 3 credits
FP 120 - Essentials of Personal Finance ........................................................... 3 credits

**Course Descriptions for First-Year Sequence**

**GEN 195** ........................................................................................................ 3 credits

**Foundations of University Studies**

The essential information, skills, tools, and techniques necessary for academic success and personal effectiveness at the University of Phoenix are introduced in this course. The course develops and applies practical knowledge and skills immediately relevant to first-year university students. Course topics include goal setting and working with personal motivation, understanding and using University resources, developing efficient study habits, making the most of personal learning styles, and how best to manage time and reduce personal stress levels.

COM 170 ............................................................................................................... 3 credits

**Elements of University Composition and Communication I**

This course addresses the key elements necessary for effective academic writing in college. The course begins with focus on pre-writing strategies and builds to drafting and revising essays. In addition, the course includes skill development at the sentence and paragraph level.

COM 172 ............................................................................................................... 3 credits

**Elements of University Composition and Communication II**

This course builds upon the foundations established in Com155. It addresses the various rhetorical modes necessary for effective college essays: narration, illustration, description, process analysis, classification, definition, comparison and contrast, cause and effect, and argumentation. In addition, requirements for research essays, including the use of outside sources and appropriate formatting, are considered.

HUM 114 ............................................................................................................... 3 credits

**Critical Thinking and Creative Problem Solving**

This course focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well supported points of view on key academic, social, and professional issues. The principles of creative thinking are essential to critical thinking skills. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.

PSY 211 ............................................................................................................... 3 credits

**Essentials of Psychology**

This course overviews the foundations of psychology as the field applies to everyday life. The physical and mental aspects of psychology are traced through lifespan development with emphasis on psychological health and wellness. Further study focuses on personality; thinking, learning and memory; motivation and emotions; and gender and sexuality. Based in various historical traditions, the course is set in the context of contemporary psychological principles.

SCI 163 ............................................................................................................... 3 credits

**Elements of Health and Wellness**

This course provides an overview of the elements necessary for effective personal financial planning and the opportunity to apply the techniques and strategies essential to this understanding. Primary areas of study include creating and managing a personal budget, understanding and paying taxes, working with financial institutions, wise use of credit cards and consumer loans, financing automobiles and homes, and the use of insurance for protecting one’s family and property.

FP 120 ............................................................................................................... 3 credits

**Essentials of Personal Finance**

This course provides an applied approach to team building, collaboration, and conflict resolution. Students will understand and apply these concepts within academic and professional settings. Students will develop structures, processes, and strategies to create and maintain effective teams. Gender, cultural, and individual considerations in team dynamics will also be explored.

**Waivers**

The University defines a waiver as the substitution of a required course at the University with a course of the same level listed on an official transcript from another institution. Students may find specific course waiver information for their program after the applicable required course of study. Students requesting course waivers must have formal written requests submitted to the central Office of Admissions & Evaluation, utilizing the Request for Course Waiver Form citing the courses requested to be waived, the courses to be transferred into the required course of study, and the university where the transfer courses were completed. An official catalog course description must accompany the request. The official transcript from the institution where the course was completed must also be submitted, unless it has previously been submitted to the University as part of the application process.

**General Education**

In its commitment to help working adults achieve their profes-
sional and personal goals, the University of Phoenix endorses the role of general education in ensuring student success in the classroom, the workplace, and the community. The general education curriculum, which is developed through the College of Humanities and Sciences, provides instruction that focuses on skills in communication, critical thinking, and computation, and fosters a philosophical orientation that enables students to function as productive members of society. The University’s general education program embraces four goals:

• To refine students’ abilities to apply problem-solving skills in many settings and contexts.
• To promote students’ active awareness of their relationships to the natural, social, and cultural environments.
• To develop students’ appreciation for and commitment to lifelong learning.
• To prepare students with competencies needed to fully benefit from and successfully complete their professional programs of study.

Undergraduate general education requirements emphasize the mastery of competencies within the respective frameworks of mathematics and physical sciences, life sciences, technology, communication arts, social sciences, and humanities. Students are required to demonstrate proficiency in written and oral communication, in the handling and use of quantitative information, and the application of analytic and synthetic-creative thinking skills. This background provides students with the perspectives needed for meaningful self-examination of personal and social values, as well as enhanced ability to understand and cope with social, technological, and cultural change.

If elective curriculum is taken to satisfy graduation requirements, the courses taken cannot duplicate credits earned in the required course of study, credits earned at other institutions, credits earned through national testing programs, or credits awarded through Prior Learning Assessment.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, students should be able to demonstrate the following learning outcomes by the time they complete this program:

• Students will apply scientific reasoning and knowledge, and use basic research methods in science to explain key concepts in the physical and life sciences.
• Students will develop the necessary writing skills to share knowledge, present analysis and engage effectively in daily workplace communication.
• Students will employ appropriate technology to collect, analyze, synthesize and disseminate information.
• Students will use mathematical principles to interpret and represent information in various mathematical forms, and perform computation and quantitative analyses to solve problems and draw appropriate conclusions.
• Students will incorporate essential knowledge, theories and research methods in social sciences, history and behavioral sciences to analyze and propose solutions for social, political and economic problems.
• Students will use information literacy principles to locate and evaluate information for relevancy, reliability and currency.
• Students will evaluate the role of diversity, including culture, class, ethnicity and gender identity, in human affairs.

**Liberal Arts Components**

The liberal arts component of the General Education Program is comprised of traditional liberal arts categories. The number of credits required in each category varies by program and may be found after each program. The purpose of this component is to ensure that students are exposed to a breadth of traditional liberal arts essential to a baccalaureate experience, and is distributed as follows:

**Communication Arts**, credit requirements vary by program

Course work in the Communication Arts primarily focuses on the development and application of writing, speaking, group process, and interpersonal communication skills.

**English/Language Arts**, credit requirements vary by program

Course work in the English/Language Arts primarily focuses on the development and application of writing, speaking, group process, and interpersonal communication skills.

**Mathematics**, credit requirements vary by program

Course work in the mathematics area develops quantitative and analytical skills in the fields of mathematics and advanced logic. The area does not include courses in which mathematics is merely an applied component (such as finance and accounting), nor does it include mathematics foundation courses below the level of college algebra.

**Social Sciences**, credit requirements vary by program

Course work in the social science promotes understanding of human behavior as well as the structure and dynamics of social systems. Emphasis is on the discovery of patterns in social processes and institutions, both past and present. Courses in anthropology, sociology, economics, ethnic and gender studies, geography, political science, psychology, history, and certain communications courses focusing on mass media and society typically satisfy these requirements.

In accord with the General Education requirements, Nevada students must take six units of social science credits. However, three of those units may be HIS 311 Nevada and the U.S. Constitutions which is required for Nevada students.

**Social Studies**, credit requirements vary by program

Course work in the social studies promotes understanding of human behavior as well as the structure and dynamics of social systems. Emphasis is on the discovery of patterns in social processes and institutions, both past and present. Courses in anthropology, sociology, economics, ethnic and gender studies, geography, political science, psychology, history, and certain communications courses focusing on mass media and society typically satisfy these requirements.

**Spanish**, credit requirements vary by program

Course work in Spanish primarily focuses on the development and application of writing, speaking, group process, and interpersonal communication skills in Spanish. This is a requirement of the Puerto Rico Council on Higher Education.

**Humanities**, credit requirements vary by program

Course work in the humanities focuses on the development of ideas and values, appreciation of cultural and artistic achievements, and the evaluation of human experience. Courses in general humanities, philosophy, literature, fine arts, music, theater, and religious studies normally satisfy requirements in this area. Certain courses in political science and intellectual history emphasizing the
development of cultural thought processes may also satisfy humanities requirements.

**Fine Arts**, credits requirements vary by program
Course work in the fine arts focuses on the development of ideas and values, appreciation of cultural and artistic achievements, and the evaluation of human experience. Courses in general humanities, philosophy, literature, fine arts, music, theater, and religious studies normally satisfy requirements in this area. Certain courses in political science and intellectual history emphasizing the development of cultural thought processes may also satisfy humanities requirements.

**Science/Technology**, credit requirements vary by program
Course work in the sciences provides students with an understanding of nature and the physical world, along with knowledge of the methods scientists use to study the world around them. Courses in astronomy, biology, chemistry, physics, anatomy and physiology, geology, and environmental science typically satisfy requirements in this area. All students must complete a minimum of three credits in the physical/biological sciences as part of the six credit Science/Technology requirement. Certain courses in geography or aerospace studies which emphasize the earth’s physical characteristics, weather, and climate are included in the science category, along with highly specialized course work in the social sciences such as physical anthropology, archaeological field methods, and psychology courses which focus on human physiological processes.

Technology refers to the application of scientific knowledge in making and using tools to enhance materials culture. Course work in the area of technology which satisfies general education requirements includes engineering, materials science, electronics courses that emphasize theory and design, and computer science courses that focus on programming languages and hardware/software engineering. Courses which focus primarily on the social and environmental conflicts which arise over the uses of technology usually satisfy requirements in the social sciences and humanities.

**Liberal Arts**, credit requirements vary by program
Students will pursue more depth in the liberal arts by selecting two different courses in any of the liberal arts categories listed above.

**Interdisciplinary Component**

**Interdisciplinary**, credit requirements vary by program
To fulfill this requirement, students may select additional general education courses, or they may select from any University courses other than those in their major field. The intent of this requirement is to further increase students’ exposure to the liberal arts and to facilitate their exposure to a field of study beyond the necessarily narrow scope of their professional interest. Students are encouraged to explore diverse content areas to add depth to their academic and professional knowledge base.

**General Education at the University Level**
In addition to the General Education requirements, each degree program at the University of Phoenix includes courses (elective and core-required) that integrate general education principles. The University of Phoenix’s educational philosophy is based on the integration of theory and practice. Within that philosophical framework, a number of the courses required for the professional programs have a strong general education component.

**Prior Learning Assessment**

**Prior Learning Assessment Eligibility Guidelines**
University of Phoenix offers Prior Learning Assessment (PLA) as an option by which students can earn assessed credits toward degree completion requirements.

All prior learning must have academic equivalence to college-level learning to be awarded credit.

- All coursework, professional training, and Experiential Learning must be of sufficient academic merit, and must be determined to have learning, rigor and breadth of knowledge at the post-secondary level as defined by the University’s acceptable transfer activity policy.
- Credit is granted for demonstrated knowledge, not for experience alone. Learning must be clearly differentiated from experience through the appropriate demonstration of knowledge application and supporting documentation.

Students are required to submit official and verifiable supporting documentation for all courses, professional training, and experiential learning essays upon applying to PLA. This documentation includes, but is not limited to, proof of completion, proof of course length, proof of course modality, course descriptions, and verification letters. Documentation of professional training submitted for evaluation must match the timeframe in which the license was completed.

The student must demonstrate college-level writing skills in Experiential Learning Essays conforming to the writing standards required of all students enrolled at University of Phoenix.

Credits will be awarded for coursework, professional training, and experiential learning only when it does not duplicate credits previously applied as transfer activity, the UOPX required course of study, or topics from other submissions for credit.

The University of Phoenix recognizes credit recommendations of the American Council on Education ACE/CREDIT Guide, the American Council Guide to Educational Credit by Examination, and the National College Credit Recommendation Service (NCCRS). Credit is awarded using the recommendations as a guide and is not required to be assessed internally by the University’s PLA department.

Courses which have been transcripted for academic college-level credit by a regionally accredited institution are eligible for evaluation through the assessment process, whether or not credit has been awarded, unless they are Continuing Education Units (CEU), professional training courses, extension courses, or courses that are generally considered less than degree applicable college-level credit.

PLA may apply towards both the lower division and upper division credit requirements of the University’s undergraduate degree programs unless otherwise specified in policy or limited by the state or jurisdiction of a student’s residence. PLA may also apply towards graduate level requirements upon the assessment and review of the activity by the appropriate college or school in which the associated graduate level program or courses reside.

Students may not rewrite an Experiential Learning Essay more than once.

Students may submit a completed Experiential Learning Essay up to 90 days after an essay topic has been removed or modified from the Approved Essay Topic List.

University of Phoenix Code of Academic Integrity Policy is applicable to all PLA submissions.

**Prior Learning Assessment Credit Assessment**
Credit is awarded based on clock hours or academic content equivalence as determined by PLA evaluators or one of the University’s Colleges, Schools, or the Provost’s Office.
If an item submitted for professional training review is determined by the evaluator to be so extensive that it is worth more than three credits, the evaluator may recommend division of the content into multiple course titles. Experiential Learning Essays shall be awarded one, two, or three lower division or upper division undergraduate semester credits as indicated on the Approved Essay Topics List. With an approved essay, the student will be awarded the credit as indicated in the essay submission documentation. Incomplete or unsatisfactory essays will not be awarded credit. No partial credit will be awarded for essays. Experiential Learning Essays will be awarded credit limited in application to elective and/or general education options at the undergraduate level only. Assessed credits will appear on the student’s University of Phoenix transcript after they are awarded. Students have the right to challenge credit awards. Challenges must be submitted to PLA in writing by the student within six weeks of the date of the credit award letter. Challenges received after this date will not be considered. A student enrolled in an associate degree program may earn a maximum of 15 credits for Experiential Learning Essays and a student enrolled in a baccalaureate program may earn a maximum of 30 credits for Experiential Learning Essays.

Corporate Partnerships - Credit Recommendation Guide

The University will endeavor to create Corporate Partnerships with other corporations as appropriate in order to enhance transfer credit options for students coming to University of Phoenix. Transfer credit recommendations will be created in the format of a Credit Recommendation Guide (CRG). CRGs will define transferability, applicability, and individual credit recommendations of partner corporations’ professional training/seminars, deemed by assessment as comparable to college level learning, to University undergraduate degree program credit requirements. Credits indicated on a CRG are only a recommendation and not a guarantee of credits to be awarded as professional training programs and content may change over time. Evaluation and determination of credit award for activities listed on the CRG will follow the Credit Assessment Guidelines as indicated in Prior Learning Assessment Credit Assessment. A list of corporations with which University of Phoenix has established corporate partnerships can be viewed at http://www.phoenix.edu/admissions/prior_learning_assessment/corporate-credit-recommendation-guide.html.

Prior Learning Assessment Submission and Posting & Fees

Charges arising out of services and the posting of credit awarded for prior learning are separate and apart from tuition and curriculum fees. When materials are complete, they are sent to Prior Learning Assessment in Phoenix and a non-refundable application fee is required and collected. The evaluation and posting fees apply to credit awarded through Prior Learning Assessment. Student portfolios are subject to fees related to evaluation and assessment of all portfolio inclusions. The fees may vary depending upon number of items reviewed. Fee structure and information may be viewed at: http://www.phoenix.edu/admissions/prior_learning_assessment.html.

Standardized Credit Recommendations

Credits awarded through the assessment process are applicable to University of Phoenix degrees, and may be transferable subject to the receiving institution's discretion. Credit awards are applied to Associate or Bachelor elective or general education areas within degree programs. Student degree program admission is required (all other transfer credit applied in the program) prior to portfolio submission.

Program Length

Associate Programs

The established “normal time” to complete a program is specified on the Gainful Employment Program Disclosure for that program. Generally, the “normal time” is as follows: Education - 104 weeks, Health Professions - 90 to 106 weeks, Humanities & Sciences - 93 to 106 weeks, Information Systems & Technology - 90 to 106 weeks, Security & Criminal Justice - 100 to 114 weeks, Social Sciences - 93 to 106 weeks, Business - 90 to 106 weeks. The ranges provided above account for possible concentrations and/or bridge versions available within the chosen degree program. The term “normal time” means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated “normal time” for a variety of reasons that are individual to the student.

Bachelor Programs

The established “normal time” to complete a program is specified on the Gainful Employment Program Disclosure for that program. Generally, the “normal time” is as follows: Education - 206 to 220 weeks, Health Professions - 200 to 204 weeks, Humanities & Sciences - 200 to 204 weeks, Information Systems & Technology - 200 to 207 weeks, Security & Criminal Justice - 200 to 207 weeks, Social Sciences - 200 to 225 weeks, Business - 200 to 204 weeks. The ranges provided above account for possible concentrations and/or bridge versions available within the chosen degree program. The term “normal time” means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated “normal time” for a variety of reasons that are individual to the student.
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COLLEGE OF HUMANITIES AND SCIENCES

The study of Humanities and Sciences illuminates the world in which we live. Through the Humanities we have a greater understanding of the human experience on its highest cognitive, spiritual, and social levels. Students in the Humanities learn to think critically, effectively express themselves, understand the complexities of diverse cultural identities, appreciate the power of words, images and ideas, and interpret the human experience. Studying the sciences gives students insight into the fundamental processes of nature and provides the basic knowledge needed to understand modern scientific accomplishments. Students also develop independent and critical thinking for problem solving that forms the basis of lifelong learning. The College of Humanities and Sciences offers a variety of courses in Biology, Communication, English, Environmental and Natural Sciences, History, Languages, Literature, Mathematics, Philosophy, Politics, Religion, and the Arts.

Associate of Arts/Professional Focus

The following Associate of Arts/Professional Focus (AA/PF) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The University of Phoenix Associate of Arts in Professional Focus acknowledges college level coursework, military training, and national testing to partially fulfill the requirements of the degree. The Associate of Arts degree includes a professional focus recognized by the American Council on Education (ACE) as equivalent college content, to fulfill a 15 credit professional focus in the degree.

**Note: Students enrolled in this degree program are ineligible to receive Federal Student Financial Aid.**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aa-pf.

General Information for the AA/PF

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.
- The AA/PF is not eligible for financial aid and thus students may not dual enroll in the AA/PF and a bachelor or Online Associates degree program and receive financial aid funding for the AA/PF courses that apply toward the bachelor or Online Associates degree program.

Additional Admission Requirements for the AA/PF

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants for admission must be active duty (to include members of the National Guard and Reserve), spouses and family members, Department of Defense (DoD) civilians, and veterans.

Degree and General Education Requirements for the AA/PF

Completion of a minimum of 60 credits that include the following distribution:

- Communication Arts, 6 credits
  - A Track must include ENG 220, equivalent or higher
  - B Track must include ENG 147
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Science and Technology, 6 credits
  - Must include: three (3) credits in the physical or biological sciences
- Humanities, 6 credits
  - Must include: HUM 115
- Social Science, 6 credits
- Additional Liberal Arts, 9 credits
Students must complete the AA/PF degree within 5 years.

A minimum grade point average (GPA) of 2.0.

**Academic Progression Requirements for the AA/PF**

- **Associate of Arts**
  - Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance.
  - Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
  - Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
  - Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
  - With the exception of GEN 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
    - University of Phoenix coursework,
    - Regionally or nationally accredited coursework (C- or higher grade),
    - University of Phoenix Prior Learning Assessment
    - National Testing Programs, and
    - ACE evaluated Military credits.
  - Satisfy University Proficiency Requirements
  - Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

- **Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance.**
- **Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.**
- **A minimum grade point average (GPA) of 2.0.**

- **Students who must complete the AA/PF degree within 5 years.**
- **The Professional Focus is reflected on the transcript only and will not appear on the diploma.**
- **The diploma awarded for this program will read as: Associate of Arts**

**Academic Progression Requirements for the AA/PF**

- **Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.**
- **Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147**
- **Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:**
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from University of Phoenix.
  - Previous completion of a Critical Thinking course with University of Phoenix.
- **Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.**
- **Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.**
- **Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.**
- **Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.**
- **Students who have successfully completed an approved entry point course in a degree program and are re-executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).**
- **Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.**
- **Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.**
- **With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:**
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- **Satisfy University Proficiency Requirements**
- **Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.**

Students have the following options to fulfill proficiency:

- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Professional Focus for the AA/PF**

The AA/PF program offers a Professional Focus. The University does not certify students in their Professional Focus but acknowledges their qualifications by recognizing their regionally or approved nationally accredited transferable coursework, ACE certified training received through the United States Armed Forces or law enforcement training. University of Phoenix coursework may also be recognized to fulfill professional focus credits.

- A minimum of 15 credits are required for each Professional Focus chosen.
- Students are required to submit a signed Professional Focus Declaration request prior to graduation.
• Students who wish to declare no Professional Focus are required to submit a signed Professional Focus Declaration form declaring no Professional Focus.

Residency Requirements and Course Waivers for the AA/PF
Students must meet the established University residency requirement for degree conferral. The University requires that 15 credits (as a part of the final 30 credits of the program) must be completed at University of Phoenix.

Re-entry for the AA/PF
Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Bachelor of Science in Communication

The following Bachelor of Science in Communication (BS/COM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Communication (BS/COM) degree program is designed to develop knowledge and skills for effective communication in a variety of public and private work environments. The program was created specifically to build upon personal and professional communication experiences. The BS/COM degree enhances the communication skills necessary for the development of professional competence and values; critical thinking and problem solving; information utilization; and collaboration. The curriculum focuses on the development of core communication competencies. It emphasizes theory and application in the domains of interpersonal, small group, organizational, mass communication, culture, and communication technology. Specific areas of focus include business communication, diversity, intercultural communication, conflict resolution, legal and ethical issues, media, and future trends in communication technology.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Humanities and Sciences graduating students are intended to attain certain program-specific knowledge, skills, and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will apply the theoretical concepts and techniques of communication in their professional and personal environments.

• Students will apply interaction strategies in interpersonal, intercultural and organizational settings using multiple media.

• Students will evaluate communication effectiveness in the workplace.

• Students will analyze the historical foundations of communication in order to forecast trends in contemporary society.

• Students will apply ethical principles to all communication channels and strategies.

• Students will recognize the legal implications of the use of all types of communication.

• Students will apply research methods in the field of communication.

Program Category Requirements and Course Selections for the BS/COM
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundations of Human Communication, 3 total credits
BS/COM 100 ~ .......................................................... 3 credits
Introduction to Communication

Interpersonal, 3 total credits
BS/COM 234 ~ .......................................................... 3 credits
Foundations of Interpersonal Communication

Mass Communication, 6 total credits
BS/COM 268 ~ .......................................................... 3 credits
Foundations of Mass Communication

BS/COM 410 ~ .......................................................... 3 credits
Media and Society

Communication Research, 3 total credits
BS/COM 324 ~ .......................................................... 3 credits
Communication Research

Communication Theory, 3 total credits
BS/COM 336 ~ .......................................................... 3 credits
Communication Theories and Practice

Group Communication, 3 total credits
BS/COM 348 ~ .......................................................... 3 credits
Small Group and Team Communication

Organizational, 3 total credits
BS/COM 360 ~ .......................................................... 3 credits
Organizational Communication

Intercultural, 3 total credits
BS/COM 390 ~ .......................................................... 3 credits
Intercultural Communication

Communication Law, 3 total credits
BS/COM 415 ~ .......................................................... 3 credits
Communication Law
**Communication Ethics, 3 total credits**
BSCOM 460 ~ ......................................................... 3 credits
Ethics and Communication

**Mediation/Conflict Resolution, 3 total credits**
BSCOM 465 ~ ......................................................... 3 credits
Communication in Mediation and Conflict Resolution

**Communication Capstone, 3 total credits**
BSCOM 485 ~ ......................................................... 3 credits
Capstone in Communication

**Upper Division Communication Electives, 18 total credits**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.

- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.

- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).

- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).

- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

**En-Route Credentials for the BS/COM**

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree or upper division certificate. Listed below are all of the possible en-route credentials:
  - Cultural Studies and Communication Certificate
  - Leadership Communication in Organizations Certificate
  - Communication and Technology Certificate
  - Journalism Certificate
  - Marketing and Sales Certificate

- Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement

- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

**Additional Admission Requirements for the BS/COM**

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

**Degree Requirements for the BS/COM**

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study - 39 credits
  - Upper Division Communication Electives - 18 credits
  - Electives - 18 credits
  - A minimum of 48 upper division credits.
  - A minimum grade point average (GPA) of 2.0.
  - The diploma awarded for this program will read as: Bachelor of Science in Communication

**General Education Requirements for the BS/COM**

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
  - A Track must include: COMM 215, equivalent or higher
  - B Track must include: ENG 147

- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

- Science and Technology, 6 credits
  - Must include at least 3 credits in the physical or biological sciences

- Humanities, 6 credits
  - Must include: HUM 115

- Social Science, 6 credits

- Additional Liberal Arts, 6 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127

- Interdisciplinary Component, 9 credits
  - Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

**Physical Education activity credits are limited to four (4) credits.**

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**General Education Requirements for the BS/COM for**
Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Component, 9 credits
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BS/COM for Minnesota Students obtaining an Associates En-Route Credential
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Natural Science, 9 credits
Humanities, 9 credits
Must include: HUM 115
Social Science, 9 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BS/COM
- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from University of Phoenix.
  - Previous completion of a Critical Thinking course with University of Phoenix
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
The following Bachelor of Arts in English (BA/ENG) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Arts degree with a language requirement and primary major in English is designed to provide students with substantive academic content in a liberal arts discipline of their choice. The program prepares students for teaching opportunities in elementary and secondary education after completion of additional methodology courses required for teacher certification in all states. The degree also provides an academic foundation for students interested in pursuing further graduate education necessary for postsecondary teaching positions in liberal arts at most colleges and universities. Focused studies are designed to provide an interdisciplinary component that will increase the student’s breadth of learning. The program will provide workers in business and government, as well as education, with learning that promotes critical thinking, information utilization, collaboration, communication, and analytical skills essential to effective and efficient work productivity. The Bachelor of Arts in English introduces students to literature, rhetoric, grammar and composition as a disciplined course of study. Students will gain a multifaceted understanding of the major literary genres, authors, and forms; and proficiency in the English language through their course of study. Using English language as a context, students develop skills in research, critical thinking & analysis, and communication.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ba-eng.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Humanities and Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will demonstrate mastery of written English and apply this to a variety of rhetorical strategies of exposition, narration and descriptive writing.
- Students will demonstrate understanding of texts and apply rhetorical concepts in a variety of diverse communication situations and contingencies.
- Students will apply collaborative learning skills in analysis and composition to works collectively authored in a team setting in the creation of a product.
Students will compare and contrast literature across its forms, genres, and schools, using significant authors and works in the identification of essential elements.

Students will research authors, historical contexts and theoretical frames to deepen comprehension of written works.

Students will evaluate literary and rhetorical works for quality and purpose.

Students will apply concepts from literary works and scholarly research to their lives.

Students will explain the importance of literature, rhetoric and linguistics to society.

**BA/ENG Preferred Sequence- A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Lower Division Courses - 21 credits**

*Major Courses - 6 credits*

ENG 270 ~ ................................................................. 3 credits

Literary Interpretation and Analysis

ENG 280 ~ ................................................................. 3 credits

Rhetoric and Critical Thinking

Select 2 courses from the following:

LIT 235 ~ ................................................................. 3 credits

Survey of English Literature to 1798

LIT 245 ~ ................................................................. 3 credits

Survey of English Literature since 1798

LIT 255 ~ ................................................................. 3 credits

Survey of American Literature to 1860

LIT 265 ~ ................................................................. 3 credits

Survey of American Literature since 1860

Select 3 courses from the following or another 200 level ENG course:

ENG 230 ~ ................................................................. 3 credits

Mechanics of Writing

ENG 235 ~ ................................................................. 3 credits

Linguistics

ENG 240 ~ ................................................................. 3 credits

Introduction to Creative Writing

ENG 250 ~ ................................................................. 3 credits

History of the English Language

ENG 260 ~ ................................................................. 3 credits

Folklore and Fairytales

ENG 265 ~ ................................................................. 3 credits

The Short Story

ENG 295 ~ ................................................................. 3 credits

Children’s Literature

**Upper Division Courses - 27 credits**

*Major Courses - 6 credits*

LIT 375 ~ ................................................................. 3 credits

Literary Theory and Criticism

WRIT 320 ~ ............................................................... 3 credits

Advanced Composition for the English Major

Select 6 courses from the below list or another upper division course with a LIT, WRIT, or RHET prefix:

LIT 304 ~ ................................................................. 3 credits

Shakespeare

LIT 305 ~ ................................................................. 3 credits

Major American Novel

LIT 315 ~ ................................................................. 3 credits

American Autobiography

LIT 325 ~ ................................................................. 3 credits

Modern Theatre

LIT 330 ~ ................................................................. 3 credits

Modern Poetry

LIT 340 ~ ................................................................. 3 credits

African American Literature

LIT 410 ~ ................................................................. 3 credits

Literature of the Fantastic

LIT 420 ~ ................................................................. 3 credits

Comic Books and Graphic Novels

LIT 430 ~ ................................................................. 3 credits

The Romantic Poet

LIT 450 ~ ................................................................. 3 credits

Women Writers

RHET 300 ~ .............................................................. 3 credits

Rhetorical Theories

RHET 450 ~ .............................................................. 3 credits

Advanced Linguistics

RHET 470 ~ .............................................................. 3 credits

Studies of American Rhetoric

RHET 475 ~ .............................................................. 3 credits

Rhetorical and Social Media

WRIT 310 ~ .............................................................. 3 credits

Creative Writing: Personal Essays and Creative Non-Fiction

WRIT 350 ~ .............................................................. 3 credits

Writing for Social Media

WRIT 410 ~ .............................................................. 3 credits

Creative Writing: Poetry

WRIT 415 ~ .............................................................. 3 credits

Creative Writing: Short Story

WRIT 420 ~ .............................................................. 3 credits

Creative Writing: One Act Play

Select 1 Capstone:

ENG 480 ~ ................................................................. 3 credits

Applied Rhetoric

**Focus Study -15 credits**

To satisfy the Focus Study requirement, students must complete 15 credits in a content area outside of their selected major, nine (9) of which must be upper division. All 15 credits must be from the same content area and can be satisfied using transfer or University of Phoenix coursework. Credits completed and applying to satisfy the Focus Study requirement may not also apply within applicable General Education categories.
General Information for the BA/ENG
- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Additional Admission Requirements for the BA/ENG
All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this condition to this program according to the risk free period policy.

Degree Requirements for the BA/ENG
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education 42 credits
  - Major-English 48 credits
  - Focus Study 15 credits
  - Elective Credits 15 credits
- A minimum of 42 upper division credits.
- Completion of a fifteen (15) credit Focus Study, nine (9) of which must be upper division.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Arts in English

General Education Requirements for the BA/ENG
A minimum of 42 of the 120 credits must be in the general education areas approved by the University.
- Communication Arts, 6 credits
  - A Track must include: ENG 220, equivalent or higher
  - B Track must include: ENG 147
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Social Science, 6 credits
- Science & Technology, 6 credits
  - Must include at least three (3) credits in the physical or biological sciences
- Humanities, 6 credits
  - Must include: HUM 115
- Additional Liberal Arts, 3 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127
- Foreign Language, 6 credits
- NTP Foreign Language Exams may be used to satisfy foreign language requirements.
- Interdisciplinary Component, 3 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BA/ENG for Minnesota Students
A minimum of 51 of the 120 credits must be in the general education areas approved by the University.
- Communication Arts, 6 credits
  - A Track must include: ENG 220, equivalent or higher
  - B Track must include: ENG 147
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Social Science, 9 credits
- Natural Science, 9 credits
- Humanities, 9 credits
  - Must include: HUM 115
- Additional Liberal Arts, 6 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127
- Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or
Academic Progression Requirements for the BA/ENG

- Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BA/ENG

- **Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to enrolling in any other course:** GEN 127, HUM 115, ENG 147
- **Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:**
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from University of Phoenix.
  - Previous completion of a Critical Thinking course with University of Phoenix.
- **Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.**
- **With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:**
  - University of Phoenix coursework.
  - Regionally or nationally accredited coursework (C- or higher grade).
  - University of Phoenix Prior Learning Assessment.
  - National Testing Programs, and
  - ACE evaluated Military credits.
- **Concurrent enrollment is prohibited during any of the following courses:** GEN 201, GEN 127, ENG 147, or HUM 115.
- **Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.**
- **Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.**
- **Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).**

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  - Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BA/ENG

Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BA/ENG

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Bachelor of Science in Environmental Science

The following Bachelor of Science in Environmental Science (BS/EVS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science degree with a mathematics requirement and primary majors in natural sciences and history is designed to provide students with substantive academic content in the discipline of their choice. The program prepares students for teaching opportunities in elementary and secondary education after completion of additional methodology courses required for teacher certification in all states. The degree also provides an academic foundation for students interested in pursuing further graduate education necessary for postsecondary teaching positions in natural science or history at most colleges and universities. Focused studies are designed to provide an interdisciplinary component that will increase the student’s breadth of learning. The program will provide workers in business and government, as well as education, with learning that promotes critical thinking, information utilization, collaboration, communication, and analytical skills essential to effective and efficient work productivity. The major in Environmental Science is designed to provide students with a comprehensive understanding of the relationship between scientific principles and the environment. Topics will include biological and ecological fundamentals, the environment and society, environmental management and law, global health, risk assessment, ethics, and technology.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs-bs-evs.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Humanities and Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will explain key concepts and theories in the physical and life sciences.
- Students will analyze environmental issues using the fundamentals of the physical and life sciences.
- Students will evaluate scientific reasoning to critically analyze environmental issues.
- Students will apply basic research methods in science.
- Students will explain professional knowledge and ethical responsibilities in environmental science.
- Students will propose solutions to environmental problems based on interdisciplinary knowledge.
- Students will generate effective communications of theory, findings and conclusions in a scientific manner.
- Students will apply laws and policies when evaluating environmental issues.

Preferred Sequence for the BS/EVS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Major Requirements

Lower Division Courses - 26 credits

Major Courses - 23 credits

Upper Division Courses - 30 credits

Major Courses - 21 credits

Electives - Select (1) course - 3 credits

Electives - Select (3) Courses - 9 credits
**Focus Study - 15 credits**

To satisfy the Focus Study requirement, students must complete 15 credits in a content area outside of their selected major, 9 of which must be upper division. All 15 credits must be from the same content area and can be satisfied using transfer or University of Phoenix coursework. Credits completed to satisfy the Focus Study requirement may not apply within applicable General Education categories.

The University reserves the right to modify the required course of study.

**General Information for the BS/EVS**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

**Additional Admission Requirements BS/EVS**

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

**Degree Requirements for the BS/EVS**

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 36 credits
  - Major-Environmental Science - 56 credits
  - Focus Study - 15 credits
  - Elective Credits - 13 credits
  - A minimum of 42 upper division credits.
  - Completion of a fifteen (15) credit Focus Study, nine (9) of which must be upper division.
  - A minimum grade point average (GPA) of 2.0.
  - Students may choose additional elective credits to fulfill upper division and elective requirements.
  - The diploma awarded for this program will read as: Bachelor of Science in Environmental Science

**General Education Requirements for the BS/EVS**

A minimum of 36 of the 120 credits must be in the general education areas approved by the University

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Mathematics Requirement(s)</td>
<td>9 credits</td>
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<tr>
<td>Social Science Requirement(s)</td>
<td>6 credits</td>
</tr>
<tr>
<td>Humanities Requirement(s)</td>
<td>6 credits</td>
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**Electives Requirement 13 credits**

<table>
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<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Communication Arts Requirement(s)</td>
<td>6 credits</td>
</tr>
<tr>
<td>Science/Tech Requirement(s)</td>
<td>6 credits</td>
</tr>
<tr>
<td>Additional Liberal Arts Requirement(s)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
General Education Requirements for the BS/EVS for Minnesota Students

A minimum of 36 of the 120 credits must be in the general education areas approved by the University

Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147

Mathematics, 9 credits
Must include: MTH 231, equivalent or higher
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher

Social Science, 6 credits
Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115

Additional Liberal Arts, 3 credits
A Track must include: GEN 201
B Track must include: GEN 127

Electives, 13 credits

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BS/EVS

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from the University of Phoenix.
  - Previous completion of a Critical Thinking course with University of Phoenix
  - Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
  - With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
    - University of Phoenix coursework,
    - Regionally or nationally accredited coursework (C- or higher grade),
    - University of Phoenix Prior Learning Assessment

- National Testing Programs, and
- ACE evaluated Military credits.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:
- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BS/EVS

- Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BS/EVS

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the stan-
standard pathway (B Track) courses.
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
The College of Security and Criminal Justice prepares students for professional and management-related career opportunities in criminal justice and security by applying a multidisciplinary comparative management approach to criminal justice theory and application. Students will be prepared to understand, explain, and predict criminal justice and security concepts and to contribute to the development of public and private policy within communities. Our mission is to enhance the academic preparation and professionalism of the nation's criminal justice and security communities through access to quality criminal justice and security higher education. The College of Security and Criminal Justice provides innovative, respected, relevant, affordable, and student-focused programs, designed to prepare students for opportunities of service and leadership in a diverse, global society. Curriculum is delivered by experts who relate both theory and practice in this evolving field. The College has earned respect through continuous improvement driven by a combination of innovation in the field and empirical evidence of learning outcomes, all of which is accomplished through the integrity, teamwork, and creativity of college faculty and staff. We are a respected criminal justice and security college, known for its distinctive strengths in providing superior and relevant educational programs to its students. It is the student’s responsibility to ascertain whether their past history and conduct may prohibit their placement or participation in the criminal justice and security field. The University makes no guarantee or representation that the student will meet all qualifications for such employment or licensure for the occupation or profession related to the chosen program.

**Associate of Arts in Criminal Justice**

The following Associate of Arts in Criminal Justice (AACJS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The AA in Criminal Justice Program is designed to address the needs of the Criminal justice and security occupations that require the breadth and depth of knowledge and a continually evolving set of physical, technological, cognitive, and interpersonal skills to navigate a rapidly changing environment. The program is designed to accommodate those requiring basic knowledge, as well as individuals seeking a comprehensive understanding of the field.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aacjs.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Security and Criminal Justice graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will critically analyze issues of diversity, race, ethnicity and multiculturalism related to criminal justice disciplines in order to identify and apply sound strategies to overcome socioeconomic and racial issues in service to the communities they serve.
- Students will compare and contrast criminal justice standards relating to the codes of professional conduct in order to apply ethical principles to value-driven community service.
- Students will identify and recognize the importance of nonverbal communication, and the drafting of professionally written communication documents and verbal presentations, in the criminal justice disciplines.
- Students will define and articulate clear understanding in the application of public safety theory and practices, juvenile justice processes, criminal courts and correction systems through the use of technology. This will include the understanding of how sources of information are interpreted and applied to the criminal justice process.
- Students will examine different criminal justice and security problems by analyzing information using learned critical- and creative-thinking skills to find diverse solutions to improve the productivity of criminal justice organizations, and to provide quality community service.
- Students will demonstrate how to utilize information that identifies and classifies historical and contemporary social and behavioral theories to draft theoretical models of victim and criminal behavior, while exploring diverse policy approaches in criminal justice environments geared toward creating improvements in service to the community.
- Students will exhibit an understanding of foundations in forensic science, technology and mathematical principles used in crime laboratories and how utilization of this information applies to criminal justice environments for improved community service.

**Required Course of Study for the Criminal Justice- A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). CJS 201 ~ Introduction to Criminal Justice 3 credits

CJS 225 ~ Critical Thinking in Criminal Justice 3 credits

CJS 241 ~ Police Law and Procedure 3 credits

CJS 245 ~ Juvenile Justice Systems and Processes 3 credits

CJS 251 ~ Introduction to Criminal Court Systems 3 credits

CJS 255 ~ Introduction to Corrections 3 credits

The University reserves the right to modify the required course of study.
The University's Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

General Information for the AACJS
• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who are required to participate in an entrance diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
• Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

Additional Admission Requirements for AACJS
• Applicants must be at least 16 years of age at the time of application.
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High school transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Signed Acknowledgement Form

Degree Requirements for AACJS
• Completion of a minimum of 60 credits that include the following distribution:
  • General Education - 42 credits
  • Required Course of Study - 18 credits
  • A minimum grade point average (GPA) of 2.0.
  • The diploma awarded for this program will read as: Associate of Arts

General Education Requirements for the AACJS
The General Education requirements for this program are the following:
• Communication Arts, 6 credits
  Must include: CJS 205
  A Track must include: COMM 215, equivalent or higher
  B Track must include: ENG 147
• Mathematics, 6 credits
  Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
• Science and Technology, 6 credits
  Must include: CJS 215
  Must include 3 credits in the physical or biological sciences
• Humanities, 6 credits
  Must include: CJS 211
  Must include: HUM 115
• Social Science, 9 credits
  Must include: CJS 221 and CJS 235
• Additional Liberal Arts, 6 credits
  Must include CJS 231
  A Track must include: GEN 201
  B Track must include: GEN 127
• Interdisciplinary Component, 3 credits
  CJ 201 is a prerequisite for the following General Education courses: CJS 215 and CJS 235.

Academic Progression Requirements for the AACJS
• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, ENG 147, and HUM 115.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate's Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from UOPX.
• Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AACJS

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AACJS

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Associate of Arts in Criminal Justice (Minnesota)

The following Associate of Arts in Criminal Justice (AACJS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The AA in Criminal Justice Program is designed to address the needs of the Criminal justice and security occupations that require the breadth and depth of knowledge and a continually evolving set of physical, technological, cognitive, and interpersonal skills to navigate a rapidly changing environment. The program is designed to accommodate those requiring basic knowledge, as well as individuals seeking a comprehensive understanding of the field.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aacjs.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Security and Criminal Justice graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

• Students will critically analyze issues of diversity, race, ethnicity and multiculturalism related to criminal justice disciplines in order to identify and apply sound strategies to overcome socioeconomic and racial issues in service to the communities they serve.
• Students will compare and contrast criminal justice standards relating to the codes of professional conduct in order to apply ethical principles to value-driven community service.
• Students will identify and recognize the importance of nonverbal communication, and the drafting of professionally written communication documents and verbal presentations, in the criminal justice disciplines.
Students will define and articulate clear understanding in the application of public safety theory and practices, juvenile justice processes, criminal courts and correction systems through the use of technology. This will include the understanding of how sources of information are interpreted and applied to the criminal justice process.

Students will examine different criminal justice and security problems by analyzing information using learned critical- and creative-thinking skills to find diverse solutions to improve the productivity of criminal justice organizations, and to provide quality community service.

Students will demonstrate how to utilize information that identifies and classifies historical and contemporary social and behavioral theories to draft theoretical models of victim and criminal behavior, while exploring diverse policy approaches in criminal justice environments geared toward creating improvements in service to the community.

Students will exhibit an understanding of foundations in forensic science, technology and mathematical principles used in crime laboratories and how utilization of this information applies to criminal justice environments for improved community service.

Required Course of Study for the Criminal Justice- A Track and B Track

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

CJS 201 ~ Introduction to Criminal Justice
CJS 225 ~ Critical Thinking in Criminal Justice
CJS 241 ~ Introduction to Police Theory and Practices
CJS 245 ~ Juvenile Justice Systems and Processes
CJS 251 ~ Introduction to Criminal Court Systems
CJS 255 ~ Introduction to Corrections

The University reserves the right to modify the required course of study. The Associate of Arts in Criminal Justice degree program does not satisfy the requirements of the Minnesota Police Officer Standards and Training Board. Students will not qualify to be a police officer nor sit for the licensing exam in Minnesota upon successful completion of this program. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

General Information for the AACJS

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

Additional Admission Requirements for AACJS

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Signed Acknowledgement Form

Degree Requirements for AACJS

- Completion of a minimum of 66 credits that include the following distribution:
  - General Education - 48 credits
  - Required Course of Study - 18 credits
  - A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Associate of Arts

General Education Requirements for the AACJS

The General Education requirements for this program are the following:

- Communication Arts, 6 credits
- Mathematics, 6 credits
  - A Track must include: COMM 215, equivalent or higher
  - B Track must include: ENG 147
- Natural Science, 9 credits
- Humanities, 9 credits
- Social Science, 9 credits
Must include: CJS 221 and CJS 235
Additional Liberal Arts, 6 credits
Must include CJS 231
A Track must include: GEN 201
B Track must include: GEN 127
Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics. Note: CJS 231 will count toward additional social science credits.
Interdisciplinary Component, 3 credits
Must include: CJS 215
CJS 201 is a prerequisite for the following General Education courses: CJS 215 and CJS 235.

Academic Progression Requirements for the AACJS

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, ENG 147, and HUM 115.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UOXP.
  - Previous completion of a Critical Thinking course with UOXP.

- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  - Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
  - Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AACJS

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AACJS

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
The mission of the Associate of Arts in Security Management (AASEC) degree program is to develop critical thinking, creative decision-making, and management capabilities of private industry security practitioners that will enable professional success. Specifically, the program prepares graduates to employ current security, management, and leadership theories and evidence-based practices to:

- Conduct and apply threat assessments and risk analysis, manage integrated physical security systems and the appropriate identification, implementation and ongoing evaluation of security measures.
- Manage corporate investigations through applied investigative interviewing methodologies, case management, evidence collection and preparation of reports and testimony to substantiate findings.
- Apply security practices that enhance the corporate business model and function through workplace safety, loss prevention strategies, ethical applications and corporate communication skills.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aasec.

Preferred Sequence for the AASEC - Track A and B

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Required:
- SEC 100 ~ Introduction to Security Management 3 credits

Security Management Electives:
- SEC 120 ~ Corporate Security Essentials 3 credits
- SEC 130 ~ Private Security Issues and Conflicts 3 credits
- SEC 150 ~ Insider Threats Fundamentals 3 credits
- SEC 200 ~ Emergency Management and Response 3 credits
- SEC 240 ~ Loss Prevention and Supply Chain Security 3 credits

En-Route Credentials for the AASEC

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and a lower division certificate. Listed below are all of the possible en-route credentials:
  - Asset Protection/Loss Prevention Certificate (Undergraduate)
  - Students may apply for conferment of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for AASEC

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• Signed Acknowledgement Form

Degree Requirements for AASEC

• Completion of a minimum of 60 credits that include the following distribution:
  • General Education - 42 credits
  • Required Course of Study - 3 credits
  • Security Management Electives - 15 credits
• A minimum grade point average (GPA) of 2.0.

General Education Requirements for the AASEC

The General Education requirements for this program are the following:

Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
Science and Technology, 6 credits
Must include SEC 250
Must include: 3 credits in the physical or biological sciences
Humanities, 6 credits
Must include: SEC 220
Must include: HUM 115
Social Science, 9 credits
Must include: SEC 110 and SEC 210
Additional Liberal Arts, 6 credits
Must include: SEC 230
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 3 credits
Must include: SEC 140
SEC 100 is a prerequisite for the following General Education courses: SEC 110, SEC 140, SEC 210, SEC 220, SEC 230, and SEC 250.

Academic Progression Requirements for the AASEC

• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Security Management Electives - 15 credits
  • Required Course of Study - 3 credits
  • Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate's Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from UoPX.
  • Previous completion of a Critical Thinking course with UoPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    -Completed within ten years of enrollment
    -Grade of C- or better (or academic equivalent)
    -At least 2.67 semester credits
    -Eligible to receive general education credits

University of Phoenix, 2016-2017

COLLEGE OF SECURITY AND CRIMINAL JUSTICE
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University's Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AASEC

Students in this program may waive a maximum of 3 credits from their required course of study. The 15 credit Security Management Electives requirement may be satisfied by any of the following means:
• Lower Division UOPX Security Management Elective coursework.
• Lower Division Certificate from the College of Security and Criminal Justice approved in the student's state or jurisdiction.
• Lower Division or Upper Division Security Management transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C or better.
• Lower or Upper Division Security Management National Testing Program exams that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Lower or Upper Division Security Management American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Lower or Upper Division Security Management Prior Learning Assessment (PLA) credits awarded to activities completed within the past ten (10) years from current program enrollment agreement sign date.

Re-entry for the AASEC

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (B Track). They will not be required to enroll in the standard pathway (B Track) courses. Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Associate of Arts in Security Management (Minnesota)

The following Associate of Arts in Security Management (AASEC) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Associate of Arts in Security Management (AASEC) degree program is to develop critical thinking, creative decision-making, and management capabilities of private industry security practitioners that will enable professional success. Specifically, the program prepares graduates to employ current security, management, and leadership theories and evidence-based practices to:
• Conduct and apply threat assessments and risk analysis, manage integrated physical security systems and the appropriate identification, implementation and ongoing evaluation of security measures.
• Manage corporate investigations through applied investigative interviewing methodologies, case management, evidence collection and preparation of reports and testimony to substantiate findings.
• Apply security practices that enhance the corporate business model and function through workplace safety, loss prevention strategies, ethical applications and corporate communication skills.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aasec.

Preferred Sequence for the AASEC - Track A and B

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Required:
SEC 100 ~ .................................................................3 credits
Introduction to Security Management

Security Management Electives:
SEC 120 ~ .................................................................3 credits
Corporate Security Essentials
SEC 130 ~ .................................................................3 credits
Private Security Issues and Conflicts
SEC 150 ~ .................................................................3 credits
Insider Threats Fundamentals
SEC 200 ~ .................................................................3 credits
Emergency Management and Response
SEC 240 ~ .................................................................3 credits
Loss Prevention and Supply Chain Security

The Associate of Arts in Security Management program does not satisfy the requirements of the Minnesota Police Officer Standards and Training Board. Students will not qualify to be a police officer nor sit for the licensing exam in Minnesota upon successful completion of this program. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement,
corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

The University reserves the right to modify the required course of study.

General Information for the AASEC

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

En-Route Credentials for the AASEC

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and a lower division certificate. Listed below are all of the possible en-route credentials:
  - Asset Protection/Loss Prevention Certificate (Undergraduate)
- Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for AASEC

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Signed Acknowledgement Form

Degree Requirements for AASEC

- Completion of a minimum of 66 credits that include the following distribution:
  - General Education - 48 credits
  - Required Course of Study - 3 credits
  - Security Management Electives - 15 credits
  - A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Associate of Arts

General Education Requirements for the AASEC

The General Education requirements for this program are the following:

Communication Arts, 6 credits
- Must include: SEC 140
- A Track must include: ENG 220, equivalent or higher
- B Track must include: ENG 147

Mathematics, 6 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Natural Science, 9 credits
- Humanities, 9 credits
- Must include: SEC 220
- Must include: HUM 115
- Social Science, 9 credits
- Must include: SEC 100 and SEC 210
- Additional Liberal Arts, 6 credits
- Must include: SEC/230
- A Track must include: GEN 201
- B Track must include: GEN 127
- Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics. Note: SEC 230 will count toward additional social science credits.

Interdisciplinary Component, 3 credits
- Must include: SEC 250

SEC 100 is a prerequisite for the following General Education courses: SEC 110, SEC 140, SEC 210, SEC 220, SEC 230, and SEC 250.

Academic Progression Requirements for the AASEC

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
• Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
• Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
• Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
• Previous completion of an Associate of Arts or higher degree from UOPX.
• Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

Continuous enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, GEN 147, or HUM 115.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework.
  • Regionally or nationally accredited coursework (C- or higher grade).
  • University of Phoenix Prior Learning Assessment.
  • National Testing Programs, and
  • ACE evaluated Military credits.

Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AASEC

Students in this program may waive a maximum of 3 credits from their required course of study.

The 15 credit Security Management Electives requirement may be satisfied by any of the following means:
• Lower Division UOPX Security Management Elective coursework.
• Lower Division Certificate from the College of Security and Criminal Justice approved in the student’s state or jurisdiction.
• Lower Division or Upper Division Security Management transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C or better.
• Lower or Upper Division Security Management National Testing Program exams that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Lower or Upper Division Security Management American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Lower or Upper Division Security Management Prior Learning Assessment (PLA) credits awarded to activities completed within the past ten (10) years from current program enrollment agreement sign date.

Re-entry for the AASEC

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track). They will not be required to enroll in the standard pathway (B Track).

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Bachelor of Science in Security Management

The following Bachelor of Science in Security Management (BSSEC) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Bachelor of Science in Security Management (BSSEC) degree consistent with the University of Phoenix Mission and Purpose is to academically prepare students from diverse backgrounds for positions as private industry security practitioners. Students actively participating in the BSSEC program will receive core instruction which is aligned to private security industry standards relating to business operations and continuity, client relations, corporate security management methodologies, critical incident response, investigative techniques, laws and regulations, private security practices, personnel management, security technology.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bssec.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Security and Criminal Justice graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to identify and describe key components of business operations and continuity, client relations and corporate security management methodologies.
- Students will be able to describe corporate investigative techniques, applicable laws and regulations, investigative interviewing methodologies, evidence collection procedures, preparation of reports, and investigation case management.
- Students will be able to design, direct, manage and apply threat assessment and risk analysis, and describe the implementation of ongoing evolution of security measures.
- Students will be able to apply security best practices to critical incident responses such as natural disasters, workplace violence, catastrophic events, and other internal and external risks and threats.
- Students will be able to apply critical-thinking and decision-making skills to effectively solve ethical situations related to personnel management in the security industry.
- Students will be able to evaluate and apply security technology needs for an organization based on security industry standards.
- Students will be able to describe and analyze the components of effective loss prevention and workplace safety programs based in security industry best practices and standards.

Preferred Sequence for the BSSEC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

SEC 300 ~ .......................... 3 credits
SEC 311 ~ ................................................................. 3 credits

Security Management Fundamentals

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 311</td>
<td>Survey of Security Specializations</td>
<td>3</td>
</tr>
<tr>
<td>SEC 331</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>SEC 319</td>
<td>Computers and Information Processing in Security</td>
<td>3</td>
</tr>
<tr>
<td>SEC 300</td>
<td>Fundamentals of Human Resource Management in Security</td>
<td>3</td>
</tr>
<tr>
<td>SEC 341</td>
<td>Criminology and the Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>SEC 351</td>
<td>Legal and Regulatory Issues in Security Management</td>
<td>3</td>
</tr>
<tr>
<td>SEC 361</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>SEC 371</td>
<td>Finance and Budgeting Practices</td>
<td>3</td>
</tr>
<tr>
<td>SEC 391</td>
<td>Organizational Behavior and Management</td>
<td>3</td>
</tr>
<tr>
<td>SEC 431</td>
<td>Threat and Vulnerability Management</td>
<td>3</td>
</tr>
<tr>
<td>SEC 441</td>
<td>Principles of Investigation</td>
<td>3</td>
</tr>
<tr>
<td>SEC 411</td>
<td>Security of Networks and Enterprise Systems</td>
<td>3</td>
</tr>
<tr>
<td>SEC 461</td>
<td>Security Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Upper Division Security Management Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 411</td>
<td>Physical Security</td>
<td>3</td>
</tr>
<tr>
<td>SEC 421</td>
<td>Personnel Security and Executive Protection</td>
<td>3</td>
</tr>
<tr>
<td>SEC 451</td>
<td>Global Security Issues</td>
<td>3</td>
</tr>
<tr>
<td>SEC 461</td>
<td>Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>SEC 471</td>
<td>Critical Incident Management</td>
<td>3</td>
</tr>
<tr>
<td>SEC 489</td>
<td>Implementation of Security System Measures</td>
<td>3</td>
</tr>
<tr>
<td>SEC 490</td>
<td>Physical Security Operations Capstone</td>
<td>3</td>
</tr>
<tr>
<td>SEC 491</td>
<td>Enterprise Security Administration Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

The University's Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such
position.
The University reserves the right to modify the required course of study.

General Information for the BSSEC

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSSEC

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an upper division certificate Listed below are all of the possible en-route credentials:
  - Critical Incident Response Certificate (Undergraduate)
  - Advanced Cyber Security Certificate (Undergraduate)
  - Physical Security Operations Certificate (Undergraduate)
  - Enterprise Security Administration Certificate (Undergraduate)
- Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSSEC

All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body; GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed or have access to a work environment.
- Signed Acknowledgement Form

Degree Requirements for the BSSEC

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 51 credits
  - Required Course of Study - 42 credits
  - Upper Division Security Management Electives - 15 credits
  - Electives - 12 credits
  - A minimum of 42 upper division credits.
  - A minimum of 51 of the 120 credits must be in the general education areas approved by the University.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Security Management

Academic Progression Requirements for the BSSEC

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework.
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UOPX.
  - Previous completion of a Critical Thinking course with UOPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  - Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
  - Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
  - Students must earn a grade of "C-" or better in SEC 481 in order to complete the program. Students who earn a grade lower than "C-" must repeat the course until the minimum grade requirement is met.

Additional Residency Requirements and Course Waivers for the BSSEC
- Students in this program may waive a maximum of 30 credits from their required course of study.
- Students earning a Security Management Certificate en-route to completing the undergraduate degree may waive a maximum of 3 credits within the certificate program in addition to the 30 credits that can be waived in the BSSEC required course of study by meeting the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Students earning a Security Management Certificate en-route must use the certificate coursework to fulfill the 15 credit Upper Division Security Management Electives requirement.
- Students not earning a Security Management Certificate en-route may satisfy the 15 credit Upper Division Security Management Electives requirement through the following means:
  - Approved UOPX Upper Division Security Management coursework.
  - Upper Division Security Management transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.
  - Upper Division Security Management National Testing Program exams that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
  - Upper Division Security Management American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
  - Upper Division Security Management Prior Learning Assessment (PLA) credits awarded to activities completed ten (10) years from current program enrollment agreement sign date.
  - The following course in the Required Course of Study may not be waived: SEC 481

General Education Requirements for the BSSEC
A minimum of 51 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or
Science and Technology, 6 credits
Must include three (3) credits in the physical or biological sciences
Humanities, 6 credits
B Track must include: HLIM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 15 credits
Physical Education activity credits are limited to four (4) credits.
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**Re-entry for BSSEC**

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (B Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**The Bachelor of Science in Organizational Security and Management**

The following Bachelor of Science in Organizational Security and Management (BS/OSM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Organizational Security and Management degree is designed to address an increasing national and international need for greater technical competence and professionalism in the security industry. The distinctions between the roles of criminal justice agencies and private security organizations are recognized and the degree program provides the required knowledge for a student to develop competency and management skills in organizational security. While the program includes courses in Terrorism and Homeland Security, it also recognizes the depth and breadth of the discipline and provides a variety of courses designed to expose students to the entire spectrum of the security profession.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bs-osem.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Security and Criminal Justice graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will demonstrate an integrated holistic approach to the application of enterprise risk management techniques for physical and technology security.
- Students will comprehend and synthesize diverse ethical, competent and professional leadership skills that are founded on core values congruent with evidence-based legal and professional standards in the modern security discipline.
- Students will master effective, practical and sound security-based problem-solving skills, risk assessment methodologies based on theoretical and technical competence designed to efficiently identify and evaluate problems, utilize critical-thinking skills, and provide options for consideration for the implementation of evidence-based solutions to problems.
- Students will identify and describe key components of diverse leadership and communication skills.
- Students will apply understanding of STEM competencies relating to the occupational development of security personnel.
- Students will apply learned concepts for the strategic design and development of security specializations and processes within both public and private organizations.
- Students will be able to apply business and financial management acumen to develop and implement fiscal strategies for criminal justice and security organizations.
- Students will define and determine strategies and best practices for enhancing team performance, including identifying implications of diversity for group effectiveness.

**Required Course of Study for the BS/OSM**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- GEN 300 ~ ................................................................................. 3 credits
- Skills for Professional Development
- SEC 310 ~ ................................................................................. 3 credits
- Introduction to Organizational Security and Management
- SEC 320 ~ ................................................................................. 3 credits
- Survey of Security Specializations
- CIS 319 ~ ................................................................................. 3 credits
- Computers and Information Processing
- MGT 431 ~ ................................................................................. 3 credits
- Human Resources Management
- SEC 340 ~ ................................................................................. 3 credits
- Criminology and the Criminal Justice System
- SEC 360 ~ ................................................................................. 3 credits
- Interpersonal Communications
programs. For those interested in pursuing a career in law enforcement, The University’s Criminal Justice programs are educational degree
requirements:
- High school graduation from an institution that holds state
- Tennessee: Students residing in Tennessee who are attending
classes via the Online modality and students attending a
local campus in Tennessee, including from any cross-border
locations must provide the university with an official High
School transcript or official GED score (if applicable). A
college transcript which documents high school date of
completion or a copy of a DD-214 showing high school
graduation or equivalency may be submitted to satisfy this
requirement.

Additional Admission Requirements for the BS/OSM

All applicants are expected to meet the following admissions requirements:
- Applicants must be currently employed or have access to a work
environment.
- Signed Criminal Conviction Prohibition Acknowledgement
Form

Degree Requirements for the BS/OSM

- Completion of a minimum of 120 credits that include the
following distribution:
  - A minimum of 57 upper division credits.
  - A minimum of 54 of the 120 credits must be in the general
  education areas approved by the University.
  - A minimum grade point average (GPA) of 2.00.
- Additional qualifications (and
disqualifications) depending on the position. Before enrolling in a
- Many courses in the Required Course of Study build on or
reinforce each other. To ensure that students have the requisite
skills for specific coursework, certain program areas must be
satisfied before students can progress to others.
- Applicants to this program will be required to follow the
university’s First-Year Sequence policies. Students required to
enter the First-Year Sequence will complete GEN 195 as the first
course in their program. Students not required to enter the First-
Year Sequence will complete GEN 200 as the first course in their
program.
- With the exception of course requirements outlined in the First-
Year Sequence policies, General Education and Elective course
requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited transfer coursework (C-
or higher grade),
  - UOPX Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- A minimum of 120 total credits that include a minimum of 57
upper division credits. Students must satisfy all required
courses of study and general education requirements. Any
remaining credits may be satisfied by elective coursework.
- If a student fails to complete SEC 480 with a C- or better, the
student must retake the course to satisfy the degree
requirement.

Additional Academic Progression Requirements for the BS/
OSM

- Applicants to this program will be required to follow the
university’s First-Year Sequence policies. Students required to
enter the First-Year Sequence will complete GEN 195 as the first
course in their program. Students not required to enter the First-
Year Sequence will complete GEN 200 as the first course in their
program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and
English courses designated as applicable to the proficiency
requirement
  - Comparable regionally or approved nationally accredited
transfer, or credit recommended by the American Council on
Education transfer coursework that meets the following
requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council
on Education) on a comparable National Testing Program (NTP)
exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**General Education Requirements for the BS/OSM**

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
- Mathematics, 6 credits

**Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher**

- Science and Technology, 6 credits
- Must include at least 3 credits in the physical or biological sciences
- Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 3 credits
- Interdisciplinary Component, 15 credits

**Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.**

- Physical Education activity credits are limited to four (4) credits.
- Professional Development, 3 credits
- GEN 300 is completed as part of the required course of study
- Integrating, 3 credits
- SEC 480 is completed as part of the required course of study

Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**General Education Requirements for the BS/OSM for Minnesota Students**

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
- Mathematics, 6 credits

**Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher**

- Natural Science, 6 credits
- Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 3 credits
- Interdisciplinary Component, 15 credits

**Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.**

- Physical Education activity credits are limited to four (4) credits.
- Professional Development, 3 credits
- GEN 300 is completed as part of the required course of study
- Integrating, 3 credits
- SEC 480 is completed as part of the required course of study

Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

**Additional Residency Requirements and Course Waivers for the BS/OSM**

Students in this program may waive a maximum of 30 credits from their required course of study.

The following courses in the Required Course of Study may not be waived: GEN 300, SEC 480

**Re-entry for the BS/OSM**

With the exception of BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Bachelor of Science in Criminal Justice Administration**

The following Bachelor of Science in Criminal Justice Administration (BSCJA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Bachelor of Science in Criminal Justice Administration is to provide students with a strong foundation in criminal
justice principles, concepts, and theories, as well as a practice ori-
entation to justice administration. The degree offers a global per-
spective, as well as specialty coursework in criminal justice
services. Students will receive core instruction in criminal justice as
it is represented in the domains of law enforcement, criminal
courts, and corrections then advance to emphasis courses within
the broad domains of criminal justice.

For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/
programs/bscjja.

**BSCJA A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol
following the course number. Course descriptions for all courses
are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 211</td>
<td>Ethics in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS 221</td>
<td>Cultural Diversity in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS 231</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJS 245</td>
<td>Introduction to Police Theory and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CJS 251</td>
<td>Juvenile Justice Systems and Processes</td>
<td>3</td>
</tr>
<tr>
<td>CJS 255</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJA 305</td>
<td>Criminal Procedure</td>
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<td>CJA 315</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJA 325</td>
<td>Criminal Procedure</td>
<td>3</td>
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<tr>
<td>CJA 335</td>
<td>Criminal Organizations</td>
<td>3</td>
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<tr>
<td>Research Statistics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CJA 345</td>
<td>Research Methods and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CJA 365</td>
<td>Grant Writing</td>
<td>3</td>
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<tr>
<td>CJA 375</td>
<td>Budget, Finance, and Planning</td>
<td>3</td>
</tr>
<tr>
<td>Intergency Communication</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CJA 385</td>
<td>Criminal Justice Policy Analysis &amp; Program Evaluation</td>
<td>3</td>
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</tbody>
</table>

**Upper Division Criminal Justice Electives, 18 credits**

Students may satisfy the 18 credit Upper Division Criminal Justice
Electives using the courses below and their respective equivalencies,
including students earning an Associate of Arts in Criminal Justice
en-route. Students earning a certificate en-route will fulfill the 18 credit
Upper Division Criminal Justice Electives using the certificate
coursework.

<table>
<thead>
<tr>
<th>Course Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BCC 395</td>
<td>Contemporary Issues and Futures in Cybercrimes</td>
<td>3</td>
</tr>
<tr>
<td>BCC 400</td>
<td>Information Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BCC 401</td>
<td>Cybercrimes in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>BCC 402</td>
<td>Cybercrime and Role of Law Enforcement Security Personnel</td>
<td>3</td>
</tr>
<tr>
<td>BCC 403</td>
<td>Global Technology and Cybercrime</td>
<td>3</td>
</tr>
<tr>
<td>BSS 395</td>
<td>Contemporary Issues and Futures in Security</td>
<td>3</td>
</tr>
<tr>
<td>BSS 480</td>
<td>Risk Management Perception and Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSS 481</td>
<td>Counterterrorism Intelligence and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BSS 482</td>
<td>Securing Critical Infrastructure and Cyberspace</td>
<td>3</td>
</tr>
<tr>
<td>BSS 483</td>
<td>World View of Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CJA 395</td>
<td>Current Issues/Futures in Criminal Justice Manage</td>
<td>3</td>
</tr>
<tr>
<td>CJA 444</td>
<td>Organizational Behavior and Management</td>
<td>3</td>
</tr>
<tr>
<td>CJA 454</td>
<td>Criminal Justice Management Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 474</td>
<td>Managing Criminal Justice Personnel</td>
<td>3</td>
</tr>
<tr>
<td>CJA 475</td>
<td>Forecasting and Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>CJHS 395</td>
<td>Issues and Futures in Human Services in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJHS 400</td>
<td>Theory and Practice: Human Services in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJHS 410</td>
<td>Mental Health and Crisis Interventions in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJHS 420</td>
<td>Case Management and Services Provided in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJHS 430</td>
<td>Collaborative Services in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJA 484</td>
<td>Criminal Justice Administration Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of
study.

*The Bachelor of Science in Criminal Justice Administration program does not satisfy the requirements of the Minnesota Police Officer Standards and Training Board. Students will not qualify to be a police officer nor sit for the licensing exam in Minnesota upon successful completion of this program. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional*
programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

General Information for the BSCJA

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSCJA

- Students may declare and earn additional credentials that are approved in their state or jurisdiction or-state to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and an upper division certificate. Listed below are all of the possible en-route credentials:
  - Criminal Justice Management Certificate
  - Cybercrimes Certificate
  - Human Services and the Criminal Justice System Certificate
  - Criminal Justice Security Certificate
  - Associate of Arts in Criminal Justice
- Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
  - Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSCJA

All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed or have access to a work environment.
- Signed Acknowledgement Form

Degree Requirements for the BSCJA

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study - 48 credits
  - Upper Division Criminal Justice Electives - 18 credits
  - Electives - 9 credits
- A minimum of 45 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Criminal Justice Administration

Degree Requirements for the BSCJA for Minnesota Students obtaining an Associates En-Route Credential

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 48 credits
  - Required Course of Study - 48 credits
  - Upper Division Criminal Justice Electives - 18 credits
  - Electives - 6 credits
- A minimum of 45 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Criminal Justice Administration

Academic Progression Requirements for the BSCJA

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN/201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
• Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
• Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
• Transfer a Critical Thinking course of 2.67 credits or higher with a C-grade.
• Previous completion of an Associate of Arts or higher degree from UOPX.
• Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • UOPX Prior Learning Assessment,
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    -Completed within ten years of enrollment
    -Grade of C- or better (or academic equivalent)
    -At least 2.67 semester credits
    -Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the BSCJA**

Students in this program may waive a maximum of 15 credits from their required course of study. Students earning a Criminal Justice Certificate en-route to completing the undergraduate degree may waive a maximum of 3 credits within the certificate program in addition to the 15 credits that can be waived in the BSCJA required course of study by meeting the following criteria:
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students earning a Criminal Justice Certificate en-route must use the certificate coursework to fulfill the 18 credit Upper Division Criminal Justice Electives requirement.

Students not earning an additional credential or earning an Associate of Arts in Criminal Justice en-route may satisfy the 18 credit Upper Division Criminal Justice Electives requirement through the following means:
• Choose from a selection of University of Phoenix Upper Division Criminal Justice courses
• Undergraduate Criminal Justice transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.

The following course in the Required Course of Study may not be waived: CJA 385

**General Education Requirements for the BSCJA**

A minimum of 45 of the 120 credits must be in the general education areas approved by the University. Communication Arts, 6 credits

* A Track must include: COMM 215, equivalent or higher
* B Track must include: ENG 147

Mathematics, 6 credits

*Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or
Any credit that is not being applied to the primary major as a waiver may be applied to the Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**General Education Requirements for the BSCJA for Students Obtaining an Associates En-Route Credential**

- Communication Arts, 6 credits
  - A Track must include: ENG 147, equivalent or higher
  - B Track must include: ENG 147
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
- Science and Technology, 9 credits
  - Must include at least six (6) credits in the physical or biological sciences
  - Must include: CJS 205

**General Education Requirements for the BSCJA for Minnesota Students Obtaining an Associates En-Route Credential**

A minimum of 48 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
  - A Track must include: COMM 215, equivalent or higher
  - B Track must include: COMM 215
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
- Natural Science, 9 credits
  - Must include: HUM 115
- Humanities, 6 credits
  - Must include: CJS 205
- Social Science, 9 credits
  - Must include: CJS 215
- Additional Liberal Arts, 6 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127
- Interdisciplinary Component, 3 credits
  - Any credit that is not being applied to the primary major as a waiver may be applied to the Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.
  - Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
  - Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**General Education Requirements for the BSCJA for Minnesota Students**

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
  - B Track must include: ENG 147
- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
- Natural Science, 9 credits
  - Must include: HUM 115
- Humanities, 6 credits
  - Must include: CJS 205
- Social Science, 9 credits
  - Must include: CJS 215
- Additional Liberal Arts, 6 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127
- Interdisciplinary Component, 3 credits
  - Any credit that is not being applied to the primary major as a waiver may be applied to the Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.
  - Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
  - Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**Re-entry for the BSCJA**

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Bachelor of Science in Criminal Justice Administration (Maryland-Online)**

The following Bachelor of Science in Criminal Justice Administration (BSCJA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and emphases depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Bachelor of Science in Criminal Justice Administration is to provide students with a strong foundation in criminal justice principles, concepts, and theories, as well as a practice orientation to justice administration. The degree offers a global perspective, as well as specific emphasis areas of criminal justice services delivery. Students will receive core instruction in criminal justice as it is represented in the domains of police, courts, and corrections and then advance to emphases related to specific areas of criminal justice within those domains.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Security and Criminal Justice graduating students are intended to attain certain program-specific knowledge, skills, and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to demonstrate the ability to critically analyze criminological theory, and identify its impact on society and public policy.
- Students will demonstrate a clear understanding of ethical principles and standards for all facets of the criminal justice system.
- Students will be able to identify dynamic human and organizational factors as a process, while applying sound problem-solving and critical-thinking skills to resolve conflict and achieve the desired, measurable outcome.
- Students will demonstrate the application of quantitative and qualitative research methods, and apply each to individualized and complex criminal justice situations.
- Students will demonstrate robust leadership qualities, and exhibit sound management skills aimed at fostering effective communication and performance in a dynamic, collaborative and diverse working environment.

- Students will be able to apply knowledge and skills to successfully collaborate with diverse groups and engage them in best practices. Students also will be able to demonstrate the application of research and evaluation methods to identify trends and evidence-based practices within the components of the criminal justice system and their specializations.
- Students will demonstrate the knowledge and skills to successfully collaborate with diverse groups and engage them in best practices of the criminal justice profession.

**BSCJA Foundation Courses**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

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<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CJA 214</td>
<td>Introduction to Criminal Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJA 224</td>
<td>Introduction to Police Theory and Practices</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJA 234</td>
<td>Introduction to Criminal Court Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJA 304</td>
<td>Interpersonal Communications</td>
<td>3 credits</td>
</tr>
<tr>
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<td>Contemporary Issues and Futures in Criminal Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJA 394</td>
<td>Criminal Organizations</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Emphasis in Human Services**

The BSCJA Human Services emphasis is intended to give graduates knowledge and basic skills to work in the human services and helping areas of the criminal justice system. This particular emphasis represents an integrated program combining academic instruction in criminal justice with applied skills for students whose goal
is a career in the areas of the system where basic skills in interviewing, case management, mental health interventions, advocacy and mediation are required. Human Services graduates are prepared to provide services in a variety of institutional and community settings within the criminal justice domains of policing, the courts, institutional and community corrections.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja.

BCC 401 ~ .......................................................... 3 credits
Criminal Justice Management Theory and Practice

CJA 484 ~ .......................................................... 3 credits
Criminal Justice Administration Capstone

**Emphasis in Management**

The BS/CJA Management emphasis is designed to give learners a depth of understanding concerning the management and administrative skills necessary to effectively run organizations in the various domains of criminal justice system. The courses included in this degree emphasis focus primarily on the management and administration skill sets associated with the police, the courts, and with corrections. The theories and principles behind criminal justice are also examined. Students learn about policies, procedures associated with management functions, as well as many administrative practices and factors impacting criminal justice agency operations. This will not only give you the insight into what these specific departments are and what they do, but how to maintain and evaluate organizational operations from an administrative viewpoint.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja-m.

CJA 444 ~ .......................................................... 3 credits
Organizational Behavior and Management

CJA 454 ~ .......................................................... 3 credits
Criminal Justice Management Theory and Practice

CJA 464 ~ .......................................................... 3 credits
Criminal Justice Policy Analysis

CJA 474 ~ .......................................................... 3 credits
Managing Criminal Justice Personnel

CJA 484 ~ .......................................................... 3 credits
Criminal Justice Administration Capstone

**Emphasis in Institutional Healthcare**

The BSCJA Institutional Health Care emphasis addresses the basic body of knowledge, understanding, and skills identified as relevant to criminal justice based health care services. This includes such areas as management, policy, legal and ethical parameters, health and disease factors, and health care service delivery. The reshaping of contemporary criminal justice health care requires workers to have a broad range of knowledge associated with the functions of health care in detention and correctional institutions, as well as various other areas represented in the greater criminal justice system.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja-ih.

HCS 310 ~ .......................................................... 3 credits
Health Care Delivery in the United States

HCS 330 ~ .......................................................... 3 credits
Introduction to Health and Disease

HCS 430 ~ .......................................................... 3 credits
Legal Issues in Health Care: Regulation and Compliance

HCS 455 ~ .......................................................... 3 credits
Health Care Policy: The Past and the Future

CJA 484 ~ .......................................................... 3 credits
Criminal Justice Administration Capstone

**Emphasis in Cybercrimes**

The BSCJA Cybercrimes emphasis provides students with the basic skills needed to recognize relevant sources of electronic evidence and determine how electronic evidence can be used in court proceedings and as part of an organizational security plan. The emphasis combines academic instruction in criminal justice and cybercrime concepts to include; the evolution of cybercrime, cybercrime forensics, electronic evidence gathering, and cybercrime investigation and prevention. Students are prepared to provide services in a variety of private and public settings within the criminal justice domains of policing, the courts, corrections, and security.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja.

BCC 400 ~ .......................................................... 3 credits
Information Systems Fundamentals

BCC 401 ~ .......................................................... 3 credits
Cybercrimes in the 21st Century

BCC 402 ~ .......................................................... 3 credits
Cybercrime and Role of Law Enforcement Security Personnel

BCC 403 ~ .......................................................... 3 credits
Global Technology and Cybercrime

CJA 484 ~ .......................................................... 3 credits
Criminal Justice Administration Capstone

**Emphasis in Security**

The BSCJA Security concentration is intended to provide students with the knowledge and basic skills to work in homeland security and other areas of the criminal justice system that deal with terrorism, counterintelligence, and analysis. This concentration combines academic instruction in criminal justice and security practices to include: risk management, counterterrorism, critical infrastructure protection, and critical incident management. Students are prepared to provide services in a variety of private and public settings within the criminal justice domains of policing, the courts, corrections and security.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscja-ih.
• Signed Criminal Conviction Prohibition Acknowledgement Form

General Education Requirements for the BSCJA
A minimum of 54 credits of the 120 credits in the following general education areas approved by the University:

- Communication Arts, 6 credits
- Mathematics, 6 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Science and Technology, 6 credits
- Must include at least three credits in physical or biological sciences

Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 6 credits
- Interdisciplinary Component, 18 credits

Any credit that is not being applied to the primary major as a waiver may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Degree Requirements for the BSCJA

- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 45 upper division credits.
  - A minimum of 54 credits of the 120 credits must be in the general education areas approved by the University.
  - A minimum program grade point average (GPA) of 2.0.
  - Students must satisfy all required courses of study and general education requirements. Any remaining credits may be satisfied by elective coursework.
  - Students will declare an emphasis at the time of enrollment.
  - Emphases are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Bachelor of Science in Criminal Justice Administration.

Additional Academic Progression Requirements for the BSCJA

- Applicants to this program will be required to follow the university’s First-Year Sequence policies. Students required to enter the First-Year Sequence will complete GEN 195 as the first course in their program. Students not required to enter the First-Year Sequence will complete GEN 200 as the first course in their program.
- With the exception of course requirements outlined in the First-Year Sequence policies, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited transfer coursework (C- or higher grade),
  - UOPX Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
• Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework, certain program areas must be satisfied before students can progress to others.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable nationally accredited transfer courses recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  • Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Residency Requirements and Course Waivers for the BSCJA**

Students in this program may waive a maximum of 15 upper division credits from the required course of study.

Students may also waive twelve (12) lower division credits from the required course of study.

The following courses in the required course of study may not be waived:
- GEN 200
- CJA 484
- GEN 195

**Re-entry for the BSCJA**

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Bachelor of Science in Public Administration**

The following Bachelor of Science in Public Administration (BSPA) program may be offered at these University of Phoenix campus locations:

- Online, depending on state of residence. The availability of programs and concentrations depends on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state.
- Please contact your enrollment representative for more information.

The Bachelor of Science in Public Administration program develops skills necessary for a career in government policy, organization and management at the local, federal, and state level, and in non-profit administration. The program topics include: administrative management, civic leadership, business and governmental law, risk management, ethics, public programs, human resources, and public finance and budgeting.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bspa.

**Preferred Sequence and Prerequisites for the BSPA - A Track and B Track**

Courses requiring prerequisites are identified by a symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Courses requiring prerequisites**

- BPA 200 ~ ................................................................. 3 credits
- BPA 201 ~ ................................................................. 3 credits
- BPA 211 ~ ................................................................. 3 credits
- BPA 221 ~ ................................................................. 3 credits
- BPA 231 ~ ................................................................. 3 credits
- BPA 241 ~ ................................................................. 3 credits
- BPA 251 ~ ................................................................. 3 credits
- BPA 261 ~ ................................................................. 3 credits
- BPA 271 ~ ................................................................. 3 credits
- BPA 281 ~ ................................................................. 3 credits
- BPA 291 ~ ................................................................. 3 credits
- BPA 300 ~ ................................................................. 3 credits
- BPA 310 ~ ................................................................. 3 credits
- BPA 320 ~ ................................................................. 3 credits
- BPA 330 ~ ................................................................. 3 credits
- BPA 340 ~ ................................................................. 3 credits
- BPA 350 ~ ................................................................. 3 credits
- BPA 360 ~ ................................................................. 3 credits
- BPA 370 ~ ................................................................. 3 credits
- BPA 380 ~ ................................................................. 3 credits
- BPA 390 ~ ................................................................. 3 credits
- BPA 400 ~ ................................................................. 3 credits
- BPA 410 ~ ................................................................. 3 credits

**Courses requiring completed courses**

- BPA 300 ~ ................................................................. 3 credits
- BPA 310 ~ ................................................................. 3 credits
- BPA 320 ~ ................................................................. 3 credits
- BPA 330 ~ ................................................................. 3 credits
- BPA 340 ~ ................................................................. 3 credits
- BPA 350 ~ ................................................................. 3 credits
- BPA 360 ~ ................................................................. 3 credits
- BPA 370 ~ ................................................................. 3 credits
- BPA 380 ~ ................................................................. 3 credits
- BPA 390 ~ ................................................................. 3 credits
- BPA 400 ~ ................................................................. 3 credits
- BPA 410 ~ ................................................................. 3 credits
- BPA 420 ~ ................................................................. 3 credits
- BPA 430 ~ ................................................................. 3 credits
- BPA 440 ~ ................................................................. 3 credits
- BPA 450 ~ ................................................................. 3 credits
- BPA 460 ~ ................................................................. 3 credits
- BPA 470 ~ ................................................................. 3 credits
- BPA 480 ~ ................................................................. 3 credits
- BPA 490 ~ ................................................................. 3 credits

**Course Descriptions**

- BPA 200 ~ Public Sector Communications
- BPA 201 ~ Foundations of Public Administration
- BPA 211 ~ Foundations of Federal, State and Local Government
- BPA 221 ~ Critical Thinking and Decision Making in the Public Sector
- BPA 231 ~ Politics and Citizenship: The Public Policy Environment
- BPA 241 ~ Principles of Governmental Accounting
- BPA 251 ~ Personnel Management
- BPA 261 ~ Financial Management for Non-Profit Organizations
- BPA 271 ~ Public Programs: Implement and Evaluate in a Dynamic Setting
- BPA 281 ~ Research in Public Administration
- BPA 291 ~ Grant Writing
- BPA 300 ~ Intergovernmental Relations
- BPA 310 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 320 ~ Governmental and Non-Profit Accounting
- BPA 330 ~ Budgeting, Risk Management, and Public Finance
- BPA 340 ~ Applied Public Finance and Budgeting
- BPA 350 ~ Applied Risk Analysis, Management and Decision Making
- BPA 360 ~ Applied Risk Management and Decision Making
- BPA 370 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 380 ~ Governmental and Non-Profit Accounting
- BPA 390 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 400 ~ Governmental and Non-Profit Accounting
- BPA 410 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 420 ~ Governmental and Non-Profit Accounting
- BPA 430 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 440 ~ Governmental and Non-Profit Accounting
- BPA 450 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 460 ~ Governmental and Non-Profit Accounting
- BPA 470 ~ Public Administration Policy, Legal Issues, Law and Ethics
- BPA 480 ~ Governmental and Non-Profit Accounting
- BPA 490 ~ Public Administration Policy, Legal Issues, Law and Ethics

For more detailed information, please visit our website at http://www.phoenix.edu/programs/bspa.
Public Finance: Sources, Management and Reports
BPA 421 ~................................................................. 3 credits
Organizational Behavior and Ethical Responsibility
BPA 431 ~................................................................. 3 credits
Leadership in the Public Sector
BPA 441 ~................................................................. 3 credits
Urban and Regional Planning
BPA 451 ~................................................................. 3 credits
Capital Improvement Planning and Management
BPA 461 ~................................................................. 3 credits

Contemporary Issues in Public Administration
The University reserves the right to modify the required course of study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

General Information for the BSPA
• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Additional Admission Requirements for the BSPA
All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.
• Signed Acknowledgement Form

Degree Requirements for the BSPA
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 54 credits
  • Required Course of Study - 60 credits
  • Electives - 6 credits
• A minimum of 48 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Public Administration

Academic Progression Requirements for the BSPA
• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
• Previous completion of an Associate of Arts or higher degree from University of Phoenix.
• Previous completion of a Critical Thinking course with University of Phoenix.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
- University of Phoenix coursework,
- Regionally or nationally accredited coursework (C- or higher grade),
- University of Phoenix Prior Learning Assessment,
- National Testing Programs, and
- ACE evaluated Military credits.

Satisfy University Proficiency Requirements.

Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:
- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment (5 years School of Nursing)
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment (5 years School of Nursing).
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s re-entry policy.

Residency Requirements and Course Waivers for the BSPA

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- Eligible students who have attended a SOC Member Institution and have successfully completed equivalent coursework according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
- Students in this program may waive a maximum of 30 credits from their required course of study.
- The following course in the Required Course of Study may not be waived: BPA 461

General Education Requirements for the BSPA

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Science and Technology, 6 credits
Must include three (3) credits in the physical or biological sciences

Humanities, 6 credits
Must include: HUM 115

Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Component, 18 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSPA for Minnesota Students
A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Component, 18 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Re-Entry for BSPA
• Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
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The College of Social Sciences offers undergraduate and graduate degree programs in a number of diverse academic areas including counseling, psychology, and human services. In addition, the college offers a certificate program in mediation.

The College provides innovative educational programs designed to enhance the core knowledge, skills and values essential for students seeking to achieve their academic goals in the field of social sciences. These programs are developed and taught by skilled practitioners who work in their respective fields. Through individual and collaborative work, students can acquire the knowledge and skills needed in today’s working environment.

**Bachelor of Science in Psychology**

The following Bachelor of Science in Psychology (BSP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Psychology program provides students with a strong foundation in general psychology. Students will gain insight into the cognitive and affective processes that underlie the individual human experience through an analysis of a variety of theoretical approaches related to human development and behavior. The courses in this program do not have a clinical emphasis and do not lead to professional licensure; instead, they are designed to provide students with greater skills in critical thinking, communication, collaboration, and information utilization through the enhanced understanding of human psychology and also include field experience possibilities and research activities throughout the program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bs-p.

**Program Purpose**

The Bachelor of Science in Psychology is an educational degree program that provides a foundation of knowledge in the field of psychology. This program does not prepare students for any type of professional certification or licensure as a psychologist.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

- Students will be able to analyze psychological phenomena based on psychological theories, concepts and research.
- Students will be able to analyze the historical evolution of the science of psychology.
- Students will be able to evaluate the validity of conclusions derived from existing psychological research.

- Students will be able to apply research methods to conduct basic psychological research studies.
- Students will be able to apply ethical principles in all aspects of the science and practice of psychology.
- Students will be able to apply sociocultural and international awareness to all aspects of the science and practice of psychology.
- Students will be able to apply psychological principles to address personal, social and organizational issues.
- Students will be able to apply strategies to self-management and self-improvement.
- Students will be able to apply psychological knowledge, skills and values to meet professional and personal goals and societal needs in a variety of settings.

**BSP Required Course of Study- A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 305</td>
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<td>Professional Orientation in Psychology</td>
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<tr>
<td>PSY 310</td>
<td>3 credits</td>
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<tr>
<td>History and Systems in Psychology</td>
<td></td>
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<tr>
<td>PSY 335</td>
<td>3 credits</td>
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<tr>
<td>Research Methods</td>
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<tr>
<td>PSY 340</td>
<td>3 credits</td>
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<tr>
<td>Biological Foundations in Psychology</td>
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<tr>
<td>PSY 345</td>
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<tr>
<td>Sensation and Perception</td>
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<tr>
<td>PSY 315</td>
<td>3 credits</td>
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<tr>
<td>Statistical Reasoning in Psychology</td>
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<td>PSY 360</td>
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<td>Cognitive Psychology</td>
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<td>PSY 405</td>
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<td>Theories of Personality</td>
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<td>PSY 410</td>
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<td>Abnormal Psychology</td>
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<tr>
<td>PSY 420</td>
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<tr>
<td>Theories of Behavior</td>
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<tr>
<td>PSY 450</td>
<td>3 credits</td>
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<tr>
<td>Diversity and Cultural Factors in Psychology</td>
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<tr>
<td>PSY 400</td>
<td>3 credits</td>
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<tr>
<td>Social Psychology</td>
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<tr>
<td>PSY 435</td>
<td>3 credits</td>
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<tr>
<td>Industrial/Organizational Psychology</td>
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<tr>
<td>PSY 480</td>
<td>3 credits</td>
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<td>Elements of Clinical Psychology</td>
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The University reserves the right to modify the required course of study.
General Information for the BSP

• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appear to pursue the Accelerated Pathway.

En-Route Credentials for the BSP

Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree.

Students may apply for conferral of an en-route credential upon meeting the following program requirements:
• Successful completion of all the courses outlined in the enrollment agreement for the credential
• Achievement of the minimum program GPA
• Fulfillment of the minimum University residency requirement

Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Additional Admission Requirements for the BSP

All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Degree Completion Requirements for the BSP

• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study (BSP) - 42 credits
  • Electives - 33 credits
  • A minimum of 42 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Psychology

General Education Requirements for the BSP

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent for higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Science and Technology, 6 credits
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSP for Minnesota Students

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent for higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Physical Education activity credits are limited to four (4) credits. Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**General Education Requirements for the BSP for Minnesota**

Students obtaining an Associates En-Route Credential

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits

*A Track must include: COMM 215, equivalent for higher*

B Track must include: ENG 147

Mathematics, 6 credits

*Effective for Enrollment Agreements signed 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher*

Natural Science, 9 credits

Humanities, 9 credits

*Must include: HUM 115*

Social Science, 9 credits

Additional Liberal Arts, 6 credits

*A Track must include: GEN 201*

B Track must include: GEN 127

Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics

Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**Academic Progression Requirements for the BSP**

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to University of Phoenix with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
- Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
- Previous completion of an Associate of Arts or higher degree from University of Phoenix.
- Previous completion of a Critical Thinking course with University of Phoenix.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the BSP**

Students in this program may waive a maximum of 24 credits from their required course of study.
Re-entry for the BSP

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state of jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Bachelor of Science in Human Services

The Bachelor of Science in Human Services (BSHS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The BSHS program curriculum at University of Phoenix employs an interdisciplinary approach for assimilating theory, knowledge, skills and core competencies of today’s human service professional. The conceptual framework of the program draws from a range of human service domains such as counseling, biopsychosocial development, human systems and social change, psychology, and management theories. The program is designed with experiential components, integrated within the academic foundation, to provide students with experience as service providers in a range of human service settings in both private and public sectors. The Human Services program’s interdisciplinary design builds core skills and competencies based on established methods for delivering a variety of direct service roles in the wide-ranging field of human services. Upon graduation from the program students will be qualified for Registry as Mental Health Facilitators with the National Board for Certified Counselors-International and prepared academically to sit for the Human Services-Board Certified Practitioner examination administered by the Center for Credentialing and Education.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bshs.

Program Purpose

The Bachelor of Science in Human Services degree program provides a general foundation of human services theory and application coursework for students at entry levels in the helping professions. This program does not prepare students for any type of professional certification or state licensure as a social worker, counselor or psychologist.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to apply key aspects of the historical development of human services when analyzing theories of the interaction of human systems.
- Students will be able to interpret and judge the scope of human conditions that provide the focus for the human services profession.
- Students will be able to analyze client needs when formulating a plan for human service strategies and services.
- Students will be able to apply knowledge, skills and theory for structuring and administering direct service delivery and use of appropriate interventions with clients.
- Students will be able to develop and integrate self-assessment skills, and human services values and attitudes, for providing ethical human service practices.

Preferred Sequence for the BSHS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BSHS 305 ~ .................................................................3 credits
BSHS 415O ~ ...............................................................0 credits
Orientation to Field Experience

BSHS 325 ~ ................................................................3 credits
Human Systems and Development

BSHS 345 ~ .................................................................3 credits
Diversity and Special Populations

BSHS 355 ~ .................................................................3 credits
Delivery of Human Services: Theory and Practice

BSHS 375 ~ ................................................................3 credits
Information Systems and Technology in Human Services

BSHS 385 ~ ................................................................3 credits
Interpersonal Communication and Interviewing Skills

BSHS 395 ~ ................................................................3 credits
Client Assessment and Planning

BSHS 335 ~ ................................................................3 credits
Ethics and Values for Human Service Professionals

BSHS 405 ~ ................................................................3 credits
Intervention, Direct Service Delivery & Case Management

BSHS 415 ~ ................................................................3 credits
Field Experience I

BSHS 425 ~ ................................................................3 credits
Administration & Management of Human Service Programs

BSHS 435 ~ ................................................................3 credits
Research and Statistics in Human Services

BSHS 445 ~ ................................................................3 credits
Survey of Crisis and Mental Health Issues and Interventions

BSHS 455 ~ ................................................................3 credits
Working With Addictions

BSHS 465 ~ ................................................................3 credits
Professional Development and Identity
BSHS 475 ~ ........................................................... 3 credits
Field Experience II
BSHS 485 ~ ........................................................... 3 credits
Capstone: Advocacy and Creating Social Change

**BSHS Human Services Electives**

Students may satisfy the 9 credit Human Service Electives using the courses below and their respective equivalencies. Students earning an Associate of Arts in Human Services or a certificate en-route will fulfill the 9 Credits of Human Service Electives using the associate or certificate coursework.

BSHS 406 ~ ........................................................... 3 credits
Family and Social Systems: Contemporary Trends and Issues
BSHS 407 ~ ........................................................... 3 credits
Family Violence Across the Lifespan: A Multi-Strata Problem
BSHS 408 ~ ........................................................... 3 credits
Childhood Abuse and Neglect
BSHS 426 ~ ........................................................... 3 credits
Human Services Management: Theory & Practice
BSHS 427 ~ ........................................................... 3 credits
Critical Thinking Skills in Management Decision-Making
BSHS 428 ~ ........................................................... 3 credits
Human Services Program Design and Proposal Writing
BSHS 437 ~ ........................................................... 3 credits
Social Systems and Aging
BSHS 438 ~ ........................................................... 3 credits
Care for Aging Populations
BSHS 439 ~ ........................................................... 3 credits
Grief, Loss and End of Life Issues
BSHS 456 ~ ........................................................... 3 credits
Addiction Interventions for Human Service Workers
BSHS 457 ~ ........................................................... 3 credits
Codependence and Working with Families
BSHS 458 ~ ........................................................... 3 credits
Action Planning, Relapse Prevention and Aftercare
HS 205 ~ ........................................................... 3 credits
Human Service Helping Process and Self-Care
HS 215 ~ ........................................................... 3 credits
Introduction to the Human Services Profession
HS 225 ~ ........................................................... 3 credits
Introduction to Case Management and Helping Strategies
HS 235 ~ ........................................................... 3 credits
Public Policy, Social Welfare, and Research
HS 245 ~ ........................................................... 3 credits
Fundamentals of Working With People
HS 255 ~ ........................................................... 3 credits
Human Services Capstone Course

The University reserves the right to modify the required course of study.

**General Information for the BSHS**

- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

**En-Route Credentials for the BSHS**

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and/or upper division certificate. Listed below are all of the possible en-route credentials:
  - Addictions Certificate
  - Family and Child Services Certificate
  - Gerontology Certificate
  - Human Services Management Certificate

- Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement

- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

**Additional Admission Requirements for the BSHS**

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- No work experience and/or current employment is required for this program.
• Effective 7/1/2015, A signed Enrollment Addendum
• Effective 7/1/2015, A signed Criminal Conviction Disclosure Form.

**Degree Requirements for the BSHS**

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 54 credits
  - Required Course of Study - 51 credits
  - Human Services Electives - 9 credits
  - Electives - 6 credits
- A minimum of 51 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Human Services

**Academic Progression Requirements for the BSHS**

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UOPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
- Previous completion of an Associate of Arts or higher degree from UOPX.
- Previous completion of a Critical Thinking course with UOPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the BSHS**

Students in this program may waive a maximum of 30 credits from their required course of study. The 9 credit Human Services Elective requirement may be satisfied by any of the following means:

- Lower or Upper Division UOPX Human Services Elective coursework.
- Upper Division Certificate certificate approved in the student's state or jurisdiction.
- Lower or Upper Division Human Services transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.
- Lower or Upper Division Human Services National Testing Program exams that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
- Lower or Upper Division Human Services American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Lower of Upper Division Human Services Prior Learning Assessment (PLA) credits awarded to activities completed within the past ten (10) years from current program enrollment agreement sign date.

The following courses in the Required Course of Study may not be waived: BSHS 305, BSHS 325, BSHS 335, BSHS 345, BSHS 405, BSHS 415, BSHS 415O, BSHS 475, BSHS 485

General Education Requirements for the BSHS

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147
 Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Science and Technology, 6 credits
Must include at least three (3) credits in the physical or biological sciences

Humanities, 6 credits
Must include: HUM 115

Social Science, 6 credits

Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Requirements, 18 credits

Must include at least three (3) credits in the physical or biological sciences

Must include: HS 235, HS 245, and HS 255

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Field Experience for the BSHS

BSHS programs include two field experience courses: BSHS 415 and BSHS 475. Each field experience course is 15 weeks in length. These courses require at least 175 hours of field experience, or an average of 12 hours per week committed to a community human services placement site. Weekly seminars (2 hours per week) are provided to offer support and supervision of the student activities during their field experience.

Re-entry for the BSHS

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll in their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Bachelor of Science in Correctional Program Support Services

The following Bachelor of Science in Correctional Program Support Services (BSCPSS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Correctional Program Support Services undergraduate degree at University of Phoenix is focused on developing professional intervention, facilitation skills and foundational competencies specifically for students working with a forensic population. The program provides instruction in correctional assessment, case management, facilitation skills, systems of therapeutic intervention, and reintegration strategies. This program does not lead to an industry certification or license.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bscpss.

Program Purpose:
The Bachelor of Science in Correctional Program Support Services is an educational degree program that provides a foundation of knowledge in the field of correctional program support services. This program does not prepare students for any type of professional certification or licensure as a correctional officer, social worker or counselor.

Preferred Sequence for the BSCPSS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). CPSS 210 ~ ................................................................. 3 credits

Introduction to Criminal Justice
CPSS 215 ~ ......................................................................... 3 credits

Survey of Corrections in the United States
CPSS 225 ~ ......................................................................... 3 credits

Survey of Correctional Program Career Opportunities
CPSS 235 ~ ......................................................................... 3 credits

Working with the Juvenile Justice System
CPSS 240 ~ ......................................................................... 3 credits

Foundations of Criminal Behavior
CPSS 300 ~ ......................................................................... 3 credits

Working with the Correctional Population
CPSS 315 ~ ......................................................................... 3 credits

Social Psychology
CPSS 330 ~ ......................................................................... 3 credits

Essentials of Communication in Corrections
CPSS 370 ~ ......................................................................... 3 credits

Intake, Assessment, and Classification
CPSS 385 ~ ......................................................................... 3 credits
Additional Admission Requirements for the BSCPSS

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

- No work experience and/or current employment is required for this program.

- Signed Acknowledgement Form

- A signed Professional Non-Academic Requirement Addendum Form

Degree Requirements for the BSCPSS

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 54 credits
  - Required Course of Study - 51 credits
  - Upper Division Correctional Program Support Services Electives - 9 credits
  - Electives - 6 credits
  - A minimum of 42 upper division credits.
  - A minimum grade point average (GPA) of 2.0.
  - The diploma awarded for this program will read as: Bachelor of Science in Correctional Program Support Services

General Education Requirements for the BSCPSS

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
  - A Track must include: ENG 220, equivalent or higher
  - B Track must include: ENG 147

- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

- Science and Technology, 6 credits
  - Must include at least three (3) credits in the physical or biological sciences

- Humanities, 6 credits
  - Must include: HUM 115

- Social Science, 6 credits

- Additional Liberal Arts, 6 credits
  - A Track must include: GEN 201
  - B Track must include: GEN 127

- Interdisciplinary Requirements, 18 credits
  - Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
  - Physical Education activity credits are limited to four (4) credits.

- Students who lack .67 or fewer general education credits may use excess interdisciplinary or elective credits to waive the balance. Students must use excess interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BSCPSS

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.

• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.

• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a nationally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UOFPX with an Associate's Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of a Critical Thinking course with a C- grade.

• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.

• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, GEN 147, or HUM 115.

• Satisfy University Proficiency Requirements

• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
  • Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University's Re-Entry policy.

**Residency Requirements and Course Waivers for the BSCPSS**

• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ≥ C (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  • Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

• Students in this program may waive a maximum of 24 credits from their required course of study.

• Students may fulfill a maximum of 30 credits through their Peace Officer Standards and Training (POST) Certification, by submitting their certification documents through Prior Learning Assessment. POST credits not applied as waivers in the required course of study may be applied to interdisciplinary and elective components.

• The nine credit Upper Division Correctional Program Support Services (CPSS) Elective requirement may be satisfied by the following means:
  • University of Phoenix Upper Division CPSS Electives.
  • Upper division transfer coursework that has been approved through a course waiver request.

• The following courses in the Required Course of Study may not be waived: CPSS 225, CPSS 400

**Re-entry for the BSCPSS**

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
We prepare future leaders for business excellence. Consistent with the values, mission, and purpose of the University of Phoenix, the mission of the School of Business is to provide effective and accessible higher education that prepares its students to be ethical practitioners and leaders. Our goal is to make a difference in the lives of our students and their organizations. We achieve this by always acting with a sense of social responsibility and in a manner consistent with our core values.

In particular we:

- Define quality as standards-based, industry-aligned, career-relevant educational curriculum, linked to current and future business needs
- Commit to excellence in teaching and to leveraging innovative teaching methodologies
- Be relentless in driving institutional self-assessment and continuous quality improvement

By 2020, through its integrated network of faculty, staff and business collaborators, the University of Phoenix, School of Business will be a preferred source for finding and developing emerging leaders for organizations.

**Associate of Arts/Concentration in Accounting Fundamentals**

The following Associate of Arts/Concentration in Accounting Fundamentals (AAACCT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts with a concentration in Accounting Fundamentals focuses on the role of accounting in business strategy, financial statements, cost information, economics, management, and ethical issues. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aaacct.

**Concentration in Accounting Fundamentals - A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**BIS 220 ~** ................................................................. 3 credits
Introduction to Computer Applications and Systems

**BCOM 230 ~** ............................................................. 3 credits
Business Communication for Accountants

**QNT 275 ~** .............................................................. 3 credits
Statistics for Decision Making

**MGT 230 ~** .............................................................. 3 credits
Management Theory and Practice

**ACC 290 ~** .............................................................. 3 credits
Principles of Accounting I

**ACC 291 ~** .............................................................. 3 credits
Principles of Accounting II

The University reserves the right to modify the required course of study.

**General Information for the AAACCT**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Additional Admission Requirements for AAACCT**

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

**General Education Requirements for the AAACCT**

- Communication Arts, 6 credits
  - A Track must include: COMM 215, equivalent, or higher
  - B Track must include: ENG 147

- Mathematics, 6 credits
  - Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

- Science and Technology, 6 credits
  - Must include: 3 credits in the physical or biological sciences

- Humanities, 6 credits
Must include: HUM 115
• Social Science, 6 credits
• Additional Liberal Arts, 3 credits

A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Component, 9 credits

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Degree Requirements for the AAACCT

• Completion of a minimum of 60 credits.

• A minimum grade point average (GPA) of 2.0.

• Students earning the associate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

• Students earning this associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferral.

• Concentrations or emphases are reflected on the transcript only and will not appear on the diploma.

• The diploma awarded for this program will read as: Associate of Arts.

Academic Progression Requirements for the AAACCT

• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.

• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147

• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UOPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from University of Phoenix.
  • Previous completion of a Critical Thinking course with University of Phoenix.
  • Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
  • Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
  • Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • UOPX Prior Learning Assessment,
  • National Testing Programs, and
  • ACE evaluated Military credits.

• Satisfy University Proficiency Requirements

• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.

• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAACCT

• Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AAACCT

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a pro-
Program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Associate of Arts/Concentration in Accounting Fundamentals (Minnesota)**

The following Associate of Arts/Concentration in Accounting Fundamentals (AAACCT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts with a concentration in Accounting Fundamentals focuses on the role of accounting in business strategy, financial statements, cost information, economics, management, and ethical issues. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs(aaacct).

**Concentration in Accounting Fundamentals - A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- BIS 220 ~ ................................................................. 3 credits
- Introduction to Computer Applications and Systems
- BCOM 230 ~ ................................................................. 3 credits
- Business Communication for Accountants
- QNT 275 ~ ................................................................. 3 credits
- Statistics for Decision Making
- MGT 230 ~ ................................................................. 3 credits
- Management Theory and Practice
- ACC 290 ~ ................................................................. 3 credits
- Principles of Accounting I
- ACC 291 ~ ................................................................. 3 credits
- Principles of Accounting II

The University reserves the right to modify the required course of study.

**General Information for the AAACCT**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Additional Admission Requirements for AAACCT**

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

**Degree Requirements for the AAACCT**

- Completion of a minimum of 61 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the associate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferral.
- Concentrations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as Associate of Arts.

**General Education Requirements for the AAACCT**

The General Education requirements for this program are the following:

- Communication Arts, 6 credits
- A Track must include: COMM 215, equivalent, or higher
- B Track must include: ENG 147
- Mathematics, 6 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Natural Science, 9 credits
- Humanities, 9 credits
- Must include: HUM 115
- Social Science, 9 credits
- Additional Liberal Arts, 4 credits
A Track must include: GEN 201
B Track must include: GEN 127
Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Academic Progression Requirements for the AAACCT

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN/201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UOPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UOPX.
- Previous completion of a Critical Thinking course with UOPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or GEN 147 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - UOPX Prior Learning Assessment,
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAACCT

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AAACCT

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
**Associate of Arts/Concentration in Accounting Fundamentals (Certificate Track)**

The following Associate of Arts/Concentration in Accounting Fundamentals (Certificate Track) (AACCTC) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may wish to contact an enrollment representative for more information.

The Associate of Arts with a concentration in Accounting Fundamentals focuses on the role of accounting in business strategy, financial statements, cost information, economics, management, and ethical issues. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aacctc.

**Concentration in Accounting Fundamentals - A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- **BIS 220 ~** Introduction to Computer Applications and Systems 3 credits
- **BIS 220 ~** Business Communication for Accountants 3 credits
- **QNT 275 ~** Statistics for Decision Making 3 credits
- **MGT 230 ~** Management Theory and Practice 3 credits
- **ACC 290 ~** Principles of Accounting I 3 credits
- **ACC 291 ~** Principles of Accounting II 3 credits

The University reserves the right to modify the required course of study.

**General Information for the AACCTC**

- Students who completed a certificate in its entirety and who later choose to enroll in an associate program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Additional Admission Requirements for AACCTC**

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

**Degree Requirements for the AACCTC**

- Completion of a minimum of 60 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the associate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferment.
- Students may earn a certificate in the same area of focus as the concentration en route to completing the associates degree. Students may apply for certificate conferment upon meeting the following program requirements:
  - Successful completion of the concentration courses outlined in the enrollment agreement for the certificate
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Associate of Arts

**General Education Requirements for the AACCTC**

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent, or higher
B Track must include: ENG 147
Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Science and Technology, 6 credits
Must include: 3 credits in the physical or biological sciences
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 3 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Academic Progression Requirements for the AAACCTC

• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.

• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, and ENG 147

• Students are encouraged to complete the concentration or emphasis courses prior to enrolling in any other general education or interdisciplinary courses.

• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.

• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from UOPX.
  • Previous completion of a Critical Thinking course with UOPX.

• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.

• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

• Satisfy University Proficiency Requirements.

• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAACCTC

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AAACCTC

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Associate of Arts/Concentration in Accounting Fundamentals (Certificate Track) (Minnesota)**

The following Associate of Arts/Concentration in Accounting Fundamentals (Certificate Track) (AAACCTC) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts with a concentration in Accounting Fundamentals focuses on the role of accounting in business strategy, financial statements, cost information, economics, management, and ethical issues. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aaacctc.

**Concentration in Accounting Fundamentals- A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 220 ~ Introduction to Computer Applications and Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>BCOM 230 ~ Business Communication for Accountants</td>
<td>3 credits</td>
</tr>
<tr>
<td>QNT 275 ~ Statistics for Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGT 230 ~ Management Theory and Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 290 ~ Principles of Accounting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 291 ~ Principles of Accounting II</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

**General Information for the AAACCTC**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- The Certificate Track associates programs are designed to be an option for students to earn a certificate en-route to earning the associates degree.
- Students who completed a certificate in its entirety and who later choose to enroll in an associates program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Additional Admission Requirements for AAACCTC**

- Students who completed a certificate in its entirety and who later choose to enroll in an associates program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Degree Requirements for the AAACCTC**

- Completion of a minimum of 61 credits.
- A minimum grade point average (GPA) of 2.0.
- Students may earn a certificate in the same area of focus as the concentration en route to completing the associates degree. Students may apply for certificate conferral meeting the following program requirements:
  - Successful completion of the concentration or emphasis courses outlined in the enrollment agreement for the certificate.
  - Achievement of the minimum program GPA.
  - Fulfillment of the minimum University residency requirement.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Associate of Arts

**General Education Requirements for the AAACCTC**

The General Education requirements for this program are the following:

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent, or higher
B Track must include: ENG 147
Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Natural Science, 9 credits
Humanities, 9 credits
Must include: HUM 115
Social Science, 9 credits
Additional Liberal Arts, 4 credits
A Track must include: GEN 201
B Track must include: GEN 127

Students are required to complete at least 1 credit in either
Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Academic Progression Requirements for the AAACCTC

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Students are encouraged to complete the concentration or emphasis courses prior to enrolling in any other general education or interdisciplinary courses.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UOPX.
  - Previous completion of a Critical Thinking course with UOPX.
  - Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAACCTC

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AAACCTC

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program
requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Associate of Arts/Concentration in Business Fundamentals**

The following Associate of Arts/Concentration in Business Fundamentals (AABFN) program may be offered at these University of Phoenix campus locations as of: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts with a concentration in Business Fundamentals focuses on a variety of business essentials including management theory and practice, information systems, financial accounting, critical thinking and effective managerial communications. Students will explore business principles and learn to apply problem solving strategies to real-life scenarios. In addition, students will also discuss the effects of culture and ethics in current global and domestic business environments.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/aabfn.

**Concentration in Business Fundamentals - A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). BUS 211 ~……………………………………………………………... 3 credits

Foundations of Business

COM 295 ~……………………………………………………………….. 3 credits

Business Communications

QNT 275 ~……………………………………………………………….. 3 credits

Statistics for Decision Making

BIS 220 ~……………………………………………………………….. 3 credits

Introduction to Computer Applications and Systems

ACC 290 ~……………………………………………………………….. 3 credits

Principles of Accounting I

ACC 291 ~……………………………………………………………….. 3 credits

Principles of Accounting II

The University reserves the right to modify the required course of study.

**General Information for the AABFN**

- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**Additional Admission Requirements for the AABFN**

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

**General Education Requirements for the AABFN**

- Communication Arts, 6 credits
  - A Track must include: COMM 215, equivalent, or higher
  - B Track must include: ENG 147

- Mathematics, 6 credits
  - Effective for Enrollment Agreements signed 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

- Science and Technology, 6 credits
  - Must include: 3 credits in the physical or biological sciences

- Humanities, 6 credits
  - Must include: HUM 115

- Social Science, 6 credits
  - Additional Liberal Arts, 3 credits
    - A Track must include: GEN 201
    - B Track must include: GEN 127

- Interdisciplinary Component, 9 credits
  - Any credit that is not being applied to the primary major as a waiver may be applied to the lower division elective.Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.
  - Students who lack .67 or few general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

**Degree Requirements for the AABFN**

- Completion of a minimum of 60 credits.
- A minimum grade point average (GPA) of 2.0.
• Students earning the associate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferral.
• Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Associate of Arts

**Academic Progression Requirements for the AABFN**

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, and ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UOPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UOPX
  - Previous completion of a Critical Thinking course with UOPX

- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment,
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the AABFN**

- Students in this program may waive a maximum of 6 credits from their required course of study.

**Re-entry for the AABFN**

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.
Associate of Arts/Concentration in Business Fundamentals (Minnesota)

The following Associate of Arts/Concentration in Business Fundamentals (AABFN) program may be offered at these University of Phoenix campus locations as of: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts with a concentration in Business Fundamentals focuses on a variety of business essentials including management theory and practice, information systems, financial accounting, critical thinking and effective managerial communications. Students will explore business principles and learn to apply problem solving strategies to real-life scenarios. In addition, students will also discuss the effects of culture and ethics in current global and domestic business environments. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aabfn.

Concentration in Business Fundamentals- A Track and B Track

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BUS 211 ~ .............................................................. 3 credits

Foundations of Business

COM 295 ~ ................................................................. 3 credits

Business Communications

QNT 275 ~ ................................................................. 3 credits

Statistics for Decision Making

BIS 220 ~ ................................................................. 3 credits

Introduction to Computer Applications and Systems

ACC 290 ~ ................................................................. 3 credits

Principles of Accounting I

ACC 291 ~ ................................................................. 3 credits

Principles of Accounting II

The University reserves the right to modify the required course of study.

General Information for the AABFN

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

Additional Admission Requirements for the AABFN

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

Degree Requirements for the AABFN

- Completion of a minimum of 61 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the associate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferral.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Associate of Arts

General Education Requirements for the AABFN

The General Education requirements for this program are the following:

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent, or higher
B Track must include: ENG 147

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Natural Science, 9 credits
Humanities, 9 credits
Must include: HUM 115
Social Science, 9 credits
Additional Liberal Arts, 4 credits
A Track must include: GEN 201
B Track must include: GEN 127

Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.
Academic Progression Requirements for the AABFN

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate's Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UoPX.
  - Previous completion of a Critical Thinking course with UoPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferment and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AABFN

- Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AABFN

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students who have successfully completed an approved entry point course in a degree program without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

The Bachelor of Science in Business

The following Bachelor of Science in Business (BSB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and en-route credentials depend on student demand and other factors. Not all programs and en-route credentials may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Business (BSB) undergraduate degree program is designed to prepare graduates with the requisite knowledge, skills, and values to effectively apply various business principles and tools in an organizational setting. The BSB foundation is designed to bridge the gap between theory and practical application, while examining the areas of accounting, critical thinking and decision-making, economics, finance, business law and ethics, management, marketing, organizational behavior, business

206
statistical techniques, and information systems. Students are required to demonstrate a comprehensive understanding of the undergraduate business curricula through an integrated topics course.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will apply key disciplinary skills as practitioners in Ethics and Legal Topics in Business, 3 total credits
- Accounting, 6 total credits
- Management, 6 total credits
- Business Information Systems, 3 total credits
- Communications, 3 total credits
- Students will integrate business concepts and principles to advance organizational goals.
- Students will analyze interrelationships among distinct functional areas of an organization.
- Students will analyze the implications of operating in a changing global business environment.
- Students will examine the degree of alignment between their individual values and an organization’s values as reflected in the organization’s plans and actions.
- Students will apply key disciplinary skills as practitioners in business to critical business issues in the following domains of the BSB program:
  - Finance
  - Marketing
  - Information systems
  - Research methodologies
  - Economics
  - Business law
  - Management
  - Accounting

**BSB Program Category Requirements- A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Communications, 3 total credits**

COM 295 ~ ................................................................. 3 credits

Business Communications

**Business Information Systems, 3 total credits**

BIS 220 ~ ........................................................................... 3 credits

Introduction to Computer Applications and Systems

**Management, 6 total credits**

PHL 320 ~ ........................................................................... 3 credits

Critical Thinking and Decision Making in Business

MGT 312 ~ ........................................................................... 3 credits

Organizational Behavior for Managers

**Accounting, 6 total credits**

ACC 290 ~ ................................................................. 3 credits

Principles of Accounting I

ACC 291 ~ ................................................................. 3 credits

Principles of Accounting II

**Ethics and Legal Topics in Business, 3 total credits**

ETH 321 ~ ................................................................. 3 credits

Ethical and Legal Topics in Business

**Economics, 6 total credits**

ECO 365 ~ ................................................................. 3 credits

Principles of Microeconomics

ECO 372 ~ ................................................................. 3 credits

Principles of Macroeconomics

**Finance, 3 total credits**

FIN 370 ~ ................................................................. 3 credits

Finance for Business

**Marketing, 3 total credits**

MKT 421 ~ ................................................................. 3 credits

Marketing

**Business Statistics, 3 total credits**

QNT 275 ~ ................................................................. 3 credits

Statistics for Decision Making

**Business Capstone, 3 total credits**

BUS 475 ~ ................................................................. 3 credits

Integrated Business Topics

**BSB Upper Division Business/Management Electives, 18 total credits**

The University reserves the right to modify the required course of study.

**General Information for the BSB**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

**En-Route Credentials for the BSB**

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree, lower division certificate, and/or upper division certificate. Listed below are all of the possible en-route credentials:
  - Hospitality Fundamentals Certificate (Undergraduate)
  - Bookkeeping Fundamentals Certificate (Undergraduate)
  - Retail Management Certificate
  - Business Administration Certificate
  - Digital Marketing Certificate
  - Financial Planning Certificate
• Marketing Certificate
• Operations Management Certificate
• Sales Management Certificate
• Small Business Management and Entrepreneurship Certificate
• Supply Chain Management Certificate
• Project Management Certificate
• Human Resource Management Certificate
• General Management Certificate
• Hospitality Management Certificate (Undergraduate)
• Retail Fundamentals Certificate (Undergraduate)
• Associate of Arts with a Concentration in Business Fundamentals
• Associate of Arts with a Concentration in Accounting Fundamentals
• Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  • Successful completion of all the courses outlined in the enrollment agreement for the credential
  • Achievement of the minimum program GPA
  • Fulfillment of the minimum University residency requirement
• Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSB
All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.

Degree Requirements for the BSB
• Completion of a minimum of 120 credits.
  • General Education - 45 credits
  • Required Course of Study (BSB) - 39 credits
  • Upper Division Business/Management Electives - 18 credits
  • Electives - 18 credits
• A minimum of 42 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Business

General Education Requirements for the BSB
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component, 36 credits
Communication Arts, 6 credits

A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include:
6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Science and Technology, 6 credits
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSB for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component 36 credits
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include:
6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSB for Minnesota Students obtaining an Associates En-Route Credential
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component, 36 credits
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Students who lack .67 or fewer general education credits may use interdisciplin ary or elective credits to waive the balance. Students must use interdiscipl inary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BSB

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, and ENG 147.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.

- Accelerated Pathway (A Track) students are the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UoPX.
  - Previous completion of a Critical Thinking course with UoPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or Math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
- Students transferring to University of Phoenix into an undergraduate Bachelor of Science in Business degree program with a previously completed Associate degree in Business under Direct Transfer Agreement (DTA) provisions from a Community or Technical College in the state of Washington will be considered as satisfying their lower division elective and general education requirements making the student Required Course of Study ready at University of Phoenix. Students utilizing this policy will still need to meet all pre-requisite or state specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their Bachelor of Science in Business degree program.

Additional Residency Requirements and Course Waivers for the BSB

- Students in this program may waive a maximum of 18 upper division credits from their required course of study.
- Students may also waive twelve (12) lower division credits from the required course of study.
- The 18 credit Upper Division Business/Management Elective requirement may be satisfied by any of the following means:
  - Upper Division University of Phoenix Business/Management coursework.
• Upper Division Certificate approved in the student’s state or jurisdiction.
• Upper Division Business/Management transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.
• Upper Division Business/Management National Testing Program exams that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Upper Division Business/Management American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past ten (10) years from current program enrollment agreement sign date.
• Upper Division Business/Management Prior Learning Assessment (PLA) credits awarded to activities completed within the past ten (10) years from current program enrollment agreement sign date.

The following course(s) may not be waived: BUS 475

Re-entry for the BSB
Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (B Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

The Bachelor of Science in Business (Maryland-On-Online)

The following Bachelor of Science in Business (BSB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and emphases depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Business (BSB) undergraduate degree program is designed to prepare graduates with the requisite knowledge, skills, and values to effectively apply various business principles and tools in an organizational setting. The BSB foundation is designed to bridge the gap between theory and practical application, while examining the areas of accounting, critical thinking and decision-making, finance, business law, management, marketing, organizational behavior, research and evaluation, and technology. Students are required to demonstrate a comprehensive understanding of the undergraduate business curricula through an integrated topics course.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb

BSB Program Category Requirements - A Track and B Track

Courses requiring prerequisites are identified by a - symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits
GEN 200 (For A Track only) .......................................................... 3 credits
Foundations for General Education and Professional Success
GEN 195 (For B Track only) .......................................................... 3 credits
Foundations of University Studies

Communications, 3 total credits
BCOM 275 ~ (Prerequisite for Track A only) ................................. 3 credits
Business Communications and Critical Thinking
COM 295 ~ ................................................................. 3 credits
Business Communications

Business Information Systems, 3 total credits
BIS 220 ~ (Prerequisite for Track A only) ................................. 3 credits
Introduction to Computer Applications and Systems

Management, 6 total credits
MG 230 ~ (Prerequisite for Track A only) ................................. 3 credits
Management Theory and Practice
MG 311 ~ ................................................................. 3 credits
Organizational Development

Accounting, 6 total credits
ACC 290 ~ ................................................................................. 3 credits
Principles of Accounting I
ACC 291 ~ ................................................................................. 3 credits
Principles of Accounting II

Ethics & Social Responsibility, 3 total credits
ETH 316 ~ (Prerequisite for Track A only) ................................. 3 credits
Ethics and Social Responsibility

Economics, 6 total credits
ECO 372 ~ ................................................................................. 3 credits
Principles of Macroeconomics
ECO 365 ~ ................................................................................. 3 credits
Principles of Microeconomics

Business Law, 3 total credits
LAW 421 ~ ................................................................................. 3 credits
Contemporary Business Law

Finance, 3 total credits
FIN 370 ~ ................................................................................. 3 credits
Finance for Business

Marketing, 3 total credits
MK 421 ~ ................................................................................. 3 credits
Marketing

Research and Statistics, 6 total credits
RES 351 ~ ................................................................................. 3 credits
Business Research
QNT 351 ~ ................................................................................. 3 credits
Quantitative Analysis for Business

Business Capstone, 3 total credits
BUS 475 ~ ................................................................................. 3 credits
Integrated Business Topics
Students must select one emphasis in a particular area of study at the time of enrollment. Students may also complete an additional emphasis. Please contact your academic representative for more information.

**Accounting Emphasis**

The Accounting Emphasis promotes identification with and orientation to the accounting profession and is designed to provide knowledge skills, and abilities necessary for a career in accounting. Core competencies in technology, critical thinking, and communication are emphasized throughout the curriculum. The program also utilizes specific accounting problem-solving software to provide students with practical knowledge of the accounting field. Students have broad exposure to varied business disciplines, including management, organizational behavior, economics, and finance, and learn how the general manager integrates these disciplines to meet the strategic goals of the organization.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-acc.

ACC 349 ~ ......................................................... 3 credits
Cost Accounting
ACC 421 ~ .......................................................... 3 credits
Intermediate Financial Accounting I
ACC 422 ~ .......................................................... 3 credits
Intermediate Financial Accounting II
ACC 423 ~ .......................................................... 3 credits
Intermediate Financial Accounting III
ACC 497 ~ .......................................................... 3 credits
Advanced Topics in Accounting Research

*The BSB/ACC may not educationally qualify graduates to sit for the CPA exam in some states. To the extent that a student intends to sit for the CPA examination, the student should consult with the applicable board of examiners in the state or states in which the individual intends to sit for the examination to determine the precise educational and other requirements, including the acceptability of the University’s BSB/ACC.*

**Administration Emphasis**

The Business Administration emphasis is designed for the working professional employed in a business or public organization. The major coursework emphasizes qualitative skills and is designed to enable graduates to deal effectively with an increasingly complex business environment. The administration emphasis examines the areas of operations management, project management, economics, accounting, finance, and strategic management.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-a.

ACC 400 ~ ......................................................... 3 credits
Accounting for Decision Making
MGT 448 ~ ......................................................... 3 credits
Global Business Strategies

*Students must choose three of the following courses:*

ACC 340 ~ ......................................................... 3 credits
Accounting Information Systems I
BSA 375 ~ ......................................................... 3 credits
Fundamentals of Business Systems Development
EBUS 405 ~ ......................................................... 3 credits
E-Business Technologies
ISCOM 472 ~ ......................................................... 3 credits

Lean Enterprise
MKT 441 ~ ......................................................... 3 credits
Marketing Research
MGT 437 ~ ......................................................... 3 credits
Project Management
ETH 355 ~ ......................................................... 3 credits
Understanding Ethics
OI 370 ~ ......................................................... 3 credits
Innovation for the 21st Century
PHL 410 ~ ......................................................... 3 credits
Classical Logic

**Finance Emphasis**

The Finance Emphasis emphasizes fundamental and advanced financial concepts, theories, and practices to promote well-informed financial decision making. The Finance Emphasis allows students to examine the areas of finance for decision making, financial risk management, mergers, acquisitions, and corporate restructuring, investment analysis and portfolio management, and global finance. Students will integrate advanced topics in financial management through real-world business application. Financial managers need many different skills. Interpersonal skills are important because these jobs involve managing people and working as part of a team to solve problems. Financial managers must have excellent communication skills to explain complex financial data. Since financial managers work extensively with various departments in their firm, a broad understanding of business is essential. Financial managers should be creative thinkers and problem-solvers, applying their analytical skills to business. They must be comfortable with the latest computer technology. Financial managers must have knowledge of international finance because financial operations are increasingly being affected by the global economy.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-f.

FIN 419 ~ ......................................................... 3 credits
Finance for Decision Making
FIN 486 ~ ......................................................... 3 credits
Strategic Financial Management

*Students must choose three of the following courses:*

FIN 366 ~ ......................................................... 3 credits
Financial Institutions
FIN 402 ~ ......................................................... 3 credits
Investment Fundamentals and Portfolio Management
FIN 410 ~ ......................................................... 3 credits
Working Capital Management
FIN 415 ~ ......................................................... 3 credits
Corporate Risk Management
FIN 420 ~ ......................................................... 3 credits
Personal Financial Planning
FIN 444 ~ ......................................................... 3 credits
Mergers, Acquisitions, and Corporate Restructuring
FIN 467 ~ ......................................................... 3 credits
Real Estate Investment

**Global Management Emphasis**

The Global Business emphasis emphasizes fundamental principles and practices of conducting global business activities. Components include: international marketing, international trade and invest-
The Human Resource Management Emphasis introduces students to the basic concepts of human resource management, and allows further study in the areas of employment law, risk management, recruitment and selection of employees, international HR, change management, compensation and benefits, employee development, and performance management. Students will also develop an understanding of the critical business implications for human resource professionals today and in the future. HR practitioners and managers must be equipped with a solid understanding of the fundamentals of human resource management, along with strong skills in the areas of systems thinking, problem solving, influencing, negotiating, communications, and leadership. This program is consistent with generally accepted human resource management principles, including the professional certification knowledge areas.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-hrm.

HRM 300 ~ .................................................................3 credits
HRM 498 ~ .................................................................3 credits
Students must choose three of the following courses:
HRM 310 ~ .................................................................3 credits

Human Resource Management Emphasis introduces students to the legal and ethical components of the decision making process involved in the human resources environment. The Human Resource Management Emphasis introduces students to the basic concepts of human resource management, and allows further study in the areas of employment law, risk management, recruitment and selection of employees, international HR, change management, compensation and benefits, employee development, and performance management. Students will also develop an understanding of the critical business implications for human resource professionals today and in the future. HR practitioners and managers must be equipped with a solid understanding of the fundamentals of human resource management, along with strong skills in the areas of systems thinking, problem solving, influencing, negotiating, communications, and leadership. This program is consistent with generally accepted human resource management principles, including the professional certification knowledge areas.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-hrm.

HRM 300 ~ .................................................................3 credits
HRM 498 ~ .................................................................3 credits
Students must choose three of the following courses:
HRM 310 ~ .................................................................3 credits

Strategic Management

MGT 498 ~ .................................................................3 credits
Students must choose three of the following courses:
MGT 498 ~ .................................................................3 credits

Innovative Leadership
Project Management Emphasis

Students must choose three of the following courses:

- MGT 400 ~ Project Management
- MGT 401 ~ Project Management
- MGT 402 ~ Project Management
- MGT 403 ~ Project Management

Marketing Emphasis

The Marketing Emphasis addresses how to identify customer needs, how to communicate information about products and services to customers and potential customers, where to market, the pricing of products and services, and how to respond to growing demands in different countries and cultures. The marketing emphasis builds upon the foundational marketing course, which allows further study in the areas of consumer behavior, advertising, marketing research, public relations, promotion, measurement and analysis, and international and global marketing. Marketing managers need creative, analytical, and leadership abilities to manage the marketing function of the business enterprise.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-mkt.

- MKT 435 ~ Consumer Behavior
- MKT 498 ~ Integrated Marketing Strategies

Students must choose three of the following courses:

- COM 340 ~ Mass Communication
- COM 400 ~ Media and Society
- MKT 438 ~ Public Relations
- BRM 353 ~ Product and Brand Management
- MKT 411 ~ Green Marketing
- MKT 441 ~ Marketing Research

Project Management Emphasis

The Project Management emphasis focuses on the professional success of its students. It emphasizes real-world application with assignments designed to apply the newfound skills and knowledge to the workplace. Practical study materials, team activities, and presentations to the class foster teamwork, critical thinking, self-confidence, and application of project technical and leadership skills on a real-time basis. This program is consistent with generally accepted project management principles, including the project management processes and knowledge areas that lead to professional certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-pm.

- CPMGT 300 ~ Project Management
- CPMGT 301 ~ Project Management
- CPMGT 302 ~ Project Management
- CPMGT 303 ~ Project Management
- CPMGT 304 ~ Project Management Capstone

Public Sector Emphasis

The Public Sector emphasis focuses on the efficient and effective utilization of public resources to achieve the public purpose within a state, local, or not-for-profit environment. The emphasis emphasizes the foundations of public policy, program development, implementation and valuation, human resources and labor relations, and public finance. Students will develop powerful leadership skills enabling them to successfully manage complex public programs.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsb-ps.

- BPA 303 ~ Public Programs: Implementation and Evaluation in a Dynamic Environment
- BPA 406 ~ The Public Leader: Integration and Application

Students must choose three of the following courses:

- BPA 401 ~ Foundations of Public Administration
- HRM 330 ~ Human Resources and Labor Relations in Public Service
- FIN 380 ~ Financial Management of Non-Profit Organizations
- ACC 460 ~ Government and Non-Profit Accounting
- MKT 438 ~ Public Relations

Small Business Management & Entrepreneurship Emphasis

The Small Business Management emphasis provides students with a course framework built around small business planning, financial management, and integrated business topics on entrepreneurship and small business management. Within the emphasis, students can elect to study advanced concepts in small business marketing, leadership, family business management, operations management, and business law for entrepreneurs. They may also elect to explore in more depth either small business management or entrepreneurship studies as a function of their emphasis electives. Students graduating with the Small Business Management emphasis will be prepared to address the challenges and opportunities specific to small business management and entrepreneurship.

For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/
programs/bsb-sbe.
MGT 401 ~ ..............................................................3 credits
The Small Business: Structure, Planning and Funding
MGT 418 ~ ..............................................................3 credits
Evaluating New Business Opportunities
MKT 431 ~ ..............................................................3 credits
Small Business Marketing
FIN 375 ~ ..............................................................3 credits
Financial Management in the Small Business
MGT 465 ~ ..............................................................3 credits
Small Business and Entrepreneurial Planning

Service Sector Emphasis
The Service Sector emphasis focuses the student on the service
environment. The program emphasizes skill development in strategic
management, marketing, supply management, product and
brand management, service operations, merchandising, and person-
nel management unique to the service industry, which includes retail,
hospitality, lodging, restaurant, and gaming management.
Upon completion of this program students will possess the knowl-
dge and skills necessary to be leaders in the service industry.
For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/
programs/bsb-svc.
OIC 365 ~ ..........................................................3 credits
Knowledge Management and Intellectual Capital
OIC 466 ~ ..........................................................3 credits
Organizational Innovation Integrated Project

Students must choose three of the following courses:
BRM 353 ~ ..........................................................3 credits
Product and Brand Management
MGT 356 ~ ..........................................................3 credits
Retail Personnel Management
HM 322 ~ ..........................................................3 credits
Gaming Management
HM 370 ~ ..........................................................3 credits
Hospitality Management
ISCOM 354 ~ ....................................................3 credits
Retail Operations: Supply Management
MGT 371 ~ ..........................................................3 credits
Lodging Management
MGT 372 ~ ..........................................................3 credits
Food and Beverage Management
MGT 373 ~ ..........................................................3 credits
Events and Recreation Management

Bachelor of Science in Business
A minimum of 54 of the 120 credits must be in the general educa-
tion areas approved by the University.
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: COM 170 and COM 172
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include
6 credits of quantitative reasoning or higher; or 6 credits of statistics or
higher
Science & Technology, 6 credits
B Track must include: SCI 163
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
B Track must include: HUM 114
Social Science, 6 credits
B Track must include: PSY 211
Additional Liberal Arts, 6 credits
Interdisciplinary Component, 18 credits
B Track must include: FP 120
Any credit that is not being applied to the primary major as a waiver may
be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.
Students who lack .67 or fewer general education credits may use
interdisciplinary or elective credits to waive the balance. Students
must use interdisciplinary or elective credits to waive the general
education balance in order to complete the minimum general educa-
tion credits required for their program.
For a description of the preceding general education areas, see the
Undergraduate Programs section within this catalog.

Degree Requirements for the BSB
• Completion of a minimum of 120 credits that include the
  following distribution:
  • A minimum of 45 upper division credits
  • A minimum of 54 of the 120 credits must be in the general
    education areas approved by the University.
  • A minimum program grade point average (GPA) of 2.0.
  • Emphases are reflected on the transcript only and will not
    appear on the diploma. The diploma awarded for this program
    will read as:
  Bachelor of Science in Business

General Education Requirements for the BSB
A minimum of 54 of the 120 credits must be in the general educa-
tion areas approved by the University.
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: COM 170 and COM 172
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include
6 credits of quantitative reasoning or higher; or 6 credits of statistics or
higher
Science & Technology, 6 credits
B Track must include: SCI 163
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
B Track must include: HUM 114
Social Science, 6 credits
B Track must include: PSY 211
Additional Liberal Arts, 6 credits
Interdisciplinary Component, 18 credits
B Track must include: FP 120
Any credit that is not being applied to the primary major as a waiver may
be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.
Students who lack .67 or fewer general education credits may use
interdisciplinary or elective credits to waive the balance. Students
must use interdisciplinary or elective credits to waive the general
education balance in order to complete the minimum general educa-
tion credits required for their program.
For a description of the preceding general education areas, see the
Undergraduate Programs section within this catalog.

Additional Academic Progression Requirements for the BSB
• Many courses in the Required Course of Study build on or
  reinforce each other. To ensure that students have the requisite
  skills for specific coursework certain program areas must be
  satisfied before students can progress to others.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English
  proficiencies as a condition of degree conferral and as a degree
  progression requirement prior to specific courses in their
  program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and
    English courses designated as applicable to the proficiency
    requirement
  • Comparable regionally or approved nationally accredited
    transfer, or credit recommended by the American Council on
    Education transfer coursework that meets the following
    requirements:
- Completed within ten years of enrollment
- Grade of C- or better (or academic equivalent)
- At least 2.67 semester credits

- Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSB

Students in this program may waive a maximum of 30 credits from their required course of study.

The following courses in the required course of study may not be waived: ACC 497, BPA 406, BUS 475, CPMGT 305, FIN 486, GBM 489, GEN 195, GEN 200, HRM 498, MGT 420, MGT 465, MGT 470, MGT 486, MGT 488, MKT 498, OI 466, SUS 300

Re-entry for the BSB

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Bachelor of Science in Management

The following Bachelor of Science in Management (BSM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Management (BSM) degree program is designed to develop the professional knowledge and skills of cross-functional managers in an organization. The BSM degree enhances skills necessary for improved organizational effectiveness in a dynamic and evolving workplace. The program focuses on the development of management roles and emphasizes skills necessary to align resources, and to improve communication, productivity, and effectiveness. Upon completion of the program, students will possess the skills and competencies needed to determine and implement key management decisions and develop skills in leadership, human resource management, change management, and core business functional areas.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsm.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will identify management principles necessary for organizational effectiveness.
- Students will evaluate the effectiveness of processes used to achieve organizational goals.
- Students will apply key problem-solving strategies in the analysis and recommendation of business decisions.
- Students will analyze the implications of diversity in an organization.

BSM Program Category Requirements - A Track and B Track

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Business Communications, 3 total credits

COM 295 ~ ................................................................. 3 credits

Business Communications

Management, 12 total credits

MGT 312 ~ ................................................................. 3 credits

Organizational Behavior for Managers

HRM 300 ~ ................................................................. 3 credits

Fundamentals of Human Resource Management

LDR 300 ~ ................................................................. 3 credits

Innovative Leadership

MGT 426 ~ ................................................................. 3 credits

Managing Change in the Workplace

Economics, 3 total credits

ECO 372 ~ ................................................................. 3 credits

Principles of Macroeconomics

University of Phoenix, 2016-2017

SCHOOL OF BUSINESS
Ethics and Social Responsibility, 3 total credits
ETH 321 ~................................................................. 3 credits
Ethical and Legal Topics in Business

Quantitative Techniques/Statistics, 3 total credits
QNT 275 ~ ................................................................. 3 credits
Statistics for Decision Making

Accounting, 3 total credits
ACC 290 ~ ................................................................. 3 credits
Principles of Accounting I

Marketing, 3 total credits
MKT 421 ~ ................................................................. 3 credits
Marketing

Finance, 3 total credits
FIN 419 ~ ................................................................. 3 credits
Finance for Decision Making

Strategy, 3 total credits
MGT 498 ~ ................................................................. 3 credits
Strategic Management

The University reserves the right to modify the required course of study.

General Information for the BSM

• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
  • Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSM

• Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree, lower division certificate, and/or upper division certificate. Listed below are all of the possible en-route credentials:
  • Bookkeeping Fundamentals Certificate (Undergraduate)
  • Hospitality Fundamentals Certificate (Undergraduate)
  • Hospitality Management Certificate (Undergraduate)
  • Human Resource Management Certificate (Undergraduate)
  • Marketing Certificate (Undergraduate)
  • Operations Management Certificate (Undergraduate)
  • Project Management Certificate (Undergraduate)
  • Retail Fundamentals Certificate (Undergraduate)
  • Small Business Management and Entrepreneurship Certificate (Undergraduate)
  • Supply Chain Management Certificate (Undergraduate)
  • Sales Management Certificate (Undergraduate)
  • Retail Fundamentals Certificate (Undergraduate)
  • Associate of Arts Concentration in Accounting Fundamentals
  • Associate of Arts Concentration in Business Fundamentals
• Students may apply for conferral of an en-route credential upon meeting the following program requirements:
  • Successful completion of all the courses outlined in the enrollment agreement for the credential
  • Achievement of the minimum program GPA
  • Fulfillment of the minimum University residency requirement
• Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSM

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.

Degree Requirements for the BSM

• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study (BSM) - 36 credits
  • Electives - 39 credits
• A minimum of 33 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Management

**General Education Requirements for the BSM**
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

**Communication Arts, 6 credits**
- **A Track must include:** ENG 220, equivalent or higher
- **B Track must include:** ENG 147

**Mathematics, 6 credits**
- Effective for Enrollment Agreements signed 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Science and Technology, 6 credits
- **Must include at least three (3) credits in the physical or biological sciences**
- **Humanities, 6 credits**
- Must include: HUM 115
- Must include: 3 credits of upper division Humanities coursework
- **The preferred course is:** PHI 320
- Social Science, 6 credits
- Must include: 3 credits of upper division Social Science coursework
- **The preferred course is:** SOC 315
- **Additional Liberal Arts, 6 credits**
- **A Track must include:** GEN/201
- **B Track must include:** GEN/127
- **Interdisciplinary Component, 9 credits**
- **Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.**
- **Physical Education activity credits are limited to four (4) credits.**
- Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

**Academic Progression Requirements for the BSM**
- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - **Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.**
  - **Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.**
  - **Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.**
  - **Previous completion of an Associate of Arts or higher degree from UoPX.**
  - **Previous completion of a Critical Thinking course with UoPX.**
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the BSM**
Students in this program may waive a maximum of nine (9) upper division credits from their required course of study.
Students may also waive three (3) lower division credits from the required course of study.
The elective requirement may be satisfied by any of the following
means:
• Any upper and/or lower division University of Phoenix coursework.
• Upper or lower division Certificate approved in the student’s state or jurisdiction.
• Any upper and/or lower division transfer coursework that is acceptable for transfer and was completed with a grade of C- or better.
• Upper and/or lower division National Testing Program exams that are acceptable for transfer.
• Upper and/or lower division American Council on Education recommended (Military) credits that are acceptable for transfer.
• Upper and/or lower division Prior Learning Assessment (PLA) credits awarded to activities.

The following course(s) and their equivalents may not be waived: MGT 498

Re-entry for the BSM
Re-entry students who have successfully completed an approved entry point course will not be required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Bachelor of Science in Management Concentration in Manufacturing Sector

The following Bachelor of Science in Management Concentration in Manufacturing Sector (BSM/MAN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Management (BSM) degree program is designed to develop the professional knowledge and skills of cross functional managers in any organization. The BSM degree enhances skills necessary for improved organizational effectiveness in a dynamic and evolving workplace. The curriculum focuses on the development of management roles. It emphasizes skills necessary to align resources, and to improve communication, productivity, and effectiveness. Through a participative learning environment structured for adult learners, students are taught to manage innovation and apply professional skills and knowledge. Special emphasis can be placed on key management areas, including, leadership, general management, or human resource management based on student preference. The Manufacturing Sector (MAN) concentration focuses on strategic performance improvement of all business planning, global sourcing and procurement, production, and logistical activities that make up an organization’s operations and supply chain. The program highlights the important role that operations and supply chain play in satisfying customer demands and expectations. The program also emphasizes a company’s need to develop and maintain a sustainable competitive advantage through the efficient and effective performance of all operations. The program provides the most current content in the manufacturing field as outlined by various specialized manufacturing and supply chain organizations and experts. In addition to courses in the BSM foundation and courses specific to manufacturing, the degree concentration has coursework that stresses key business related knowledge and skill development in the areas of computers and information processing, business law, macro-economics, financial analysis, and marketing.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsm-man.

BSM/MAN Program Category Requirements - A Track and B Track

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Communications, 3 total credits
BCOM 275 ................................. 3 credits
Business Communications and Critical Thinking

Management, 3 total credits
PHL 458 ................................ 3 credits
Creative Minds and Critical Thinking

Ethics and Social Responsibility, 3 total credits
ETH 316 ................................ 3 credits
Ethics and Social Responsibility

Business Law, 3 total credits
LAW 421 ................................ 3 credits
Contemporary Business Law

Research and Statistics, 3 total credits
RES 320 ................................. 3 credits
Foundations of Research

Marketing, 3 total credits
PSY 322 ................................. 3 credits
Consumer Psychology and Research

Business Information Systems, 3 total credits
BIS 320 ................................. 3 credits
Business Information Systems

Economics, 3 total credits
ECO 365 ................................. 3 credits
Principles of Microeconomics

Accounting, 3 total credits
ACC 300 ................................. 3 credits
Principles of Accounting

Finance, 3 total credits
FIN 370 ................................. 3 credits
Finance for Business

Management Capstone, 3 total credits
MGT 498 ................................. 3 credits
Strategic Management
Additional Admission Requirements for the BSM/MAN

Students must choose three of the following BSM/MAN Concentration Electives:

- Manufacturing Sector Concentration, 15 total credits
- Logistics Management
- ISCOM 352 ~ ................................................................. 3 credits
- ISCOM 472 ~ ................................................................. 3 credits
- ISCOM 471 ~ ................................................................. 3 credits
- ISCOM 473 ~ ................................................................. 3 credits
- Lean Enterprise
- ISCOM 471 ~ ................................................................. 3 credits
- Operations Management
- ISCOM 473 ~ ................................................................. 3 credits
- Global Sourcing and Procurement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSM/MAN

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations, must provide the university with an official High School transcript which documents high school date of graduation or equivalency may be submitted to satisfy this requirement.
- Minnesota Students
- A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
- A minimum of 45 upper division credits.

Degree Requirements for the BSM/MAN

- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 45 upper division credits.
  - A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  - A minimum grade point average (GPA) of 2.0.
  - Students holding an associate degree from the University or a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent undergraduate degree earned at a recognized foreign institution will have that associate degree emphasis(es) noted on the student's University of Phoenix transcript when the BSM degree is conferred, if applicable.
  - Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as follows:
    Bachelor of Science in Management

General Education Requirements for the BSM/MAN

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits

Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Science & Technology, 6 credits

B Track must include: SCI 163

Humanities, 6 credits

B Track must include: HUM 114

Social Science, 6 credits

B Track must include: PSY 211

Additional Liberal Arts, 6 credits

B Track must include: GEN 195

Interdisciplinary Component, 18 credits

B Track must include: FP 120

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSM/MAN for Minnesota Students

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits

(A Track must include COMM 215, equivalent, or higher)

B Track must include: COM 170 and COM 172

Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Natural Science, 6 credits

(B Track must include: SCI 163)

Humanities, 6 credits

(B Track must include: HUM 114)

Social Science, 6 credits

(B Track must include: PSY 211)

Additional Liberal Arts, 6 credits

(B Track must include: GEN 195)

Interdisciplinary Component, 18 credits

(B Track must include: FP 120)

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Additional Academic Progression Requirements for the BSM/MAN

(A Track must include COMM 215, equivalent, or higher)

B Track must include: COM 170 and COM 172

Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Science & Technology, 6 credits

(B Track must include: SCI 163)

Humanities, 6 credits

(B Track must include: HUM 114)

Social Science, 6 credits

(B Track must include: PSY 211)

Additional Liberal Arts, 6 credits

(B Track must include: GEN 195)

Interdisciplinary Component, 18 credits

(B Track must include: FP 120)

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
• Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework certain program areas must be satisfied before students can progress to others.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferment and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University's Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSM/MAN

Students in this program may waive a maximum of 30 credits from their required course of study. The following courses in the Required Course of Study may not be waived: MGT 420, MGT 498

Re-entry for the BSM/MAN

With the exception of BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Bachelor of Science in Management Emphasis in Manufacturing Sector (Maryland-Online)**

The following Bachelor of Science in Management Emphasis in Manufacturing Sector (BSM/MAN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and emphases depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Management (BSM) degree program is designed to develop the professional knowledge and skills of cross functional managers in any organization. The BSM degree enhances skills necessary for improved organizational effectiveness in a dynamic and evolving workplace. The curriculum focuses on the development of management roles. It emphasizes skills necessary to align resources, and to improve communication, productivity, and effectiveness. Through a participative learning environment structured for adult learners, students are taught to manage innovation and apply professional skills and knowledge. Special emphasis can be placed on key management areas, including, leadership, general management, or human resource management based on student preference.

The Manufacturing Sector (MAN) emphasis focuses on strategic performance improvement of all business planning, global sourcing and procurement, production, and logistical activities that make up an organization’s operations and supply chain. The program highlights the important role that operations and supply chain play in satisfying customer demands and expectations. The program also emphasizes a company’s need to develop and maintain a sustainable competitive advantage through the efficient and effective performance of all operations. The program provides the most current content in the manufacturing field as outlined by various specialized manufacturing and supply chain organizations and experts. In addition to courses in the BSB foundation and courses specific to manufacturing, the degree emphasis has coursework that stresses key business related knowledge and skill development in the areas of computers and information processing, business law, macro-economics, financial analysis, and marketing.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsm-man.

**BSM/MAN Program Category Requirements - A Track and B Track**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Communications, 3 total credits**

**Business Communications and Critical Thinking**

**Management, 3 total credits**

**PHL 458 ~**
Creative Minds and Critical Thinking

Ethics and Social Responsibility, 3 total credits
ETH 316 ~ ........................................................... 3 credits
Ethics and Social Responsibility

Business Law, 3 total credits
LAW 421 ~ .......................................................... 3 credits
Contemporary Business Law

Research and Statistics, 3 total credits
RES 320 ~ ........................................................... 3 credits
Foundations of Research

Marketing, 3 total credits

Electives:
PSY 322 ~ .......................................................... 3 credits
Consumer Psychology and Research

Business Information Systems, 3 total credits
BIS 320 ~ ........................................................... 3 credits
Business Information Systems

Economics, 3 total credits
ECO 365 ~ .......................................................... 3 credits
Principles of Microeconomics

Accounting, 3 total credits
ACC 300 ~ .......................................................... 3 credits
Principles of Accounting

Finance, 3 total credits
FIN 370 ~ ........................................................... 3 credits
Finance for Business

Management Capstone, 3 total credits
MGT 498 ~ ........................................................... 3 credits
Strategic Management

Manufacturing Sector Emphasis, 15 total credits
ISCOM 370 ~ ......................................................... 3 credits
Strategic Supply Chain Management
MGT 420 ~ ........................................................... 3 credits
Managing Quality in the Supply Chain
Students must choose three of the following BSM/MAN Emphasis Electives:
HRM 420 ~ ........................................................... 3 credits
Human Resource Risk Management
ISCOM 352 ~ ......................................................... 3 credits
Logistics Management
ISCOM 472 ~ .......................................................... 3 credits
Lean Enterprise
ISCOM 471 ~ .......................................................... 3 credits
Operations Management
ISCOM 473 ~ .......................................................... 3 credits
Global Sourcing and Procurement

• Completion of a minimum of 120 credits that include the following distribution:
  • A minimum of 45 upper division credits.
  • A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  • A minimum grade point average (GPA) of 2.0.
  • Students holding an associate degree from the University or a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent undergraduate degree earned at a recognized foreign institution will have that associate degree emphasis(es) noted on the student’s University of Phoenix transcript when the BSM degree is conferred, if applicable.
  • Emphases are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as follows:
    Bachelor of Science in Management

General Education Requirements for the BSM/MAN

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
(A Track must include COMM 215, equivalent, or higher)
(B Track must include: COM 170 and COM 172)

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Science & Technology, 6 credits
(B Track must include: SCI 163)

Must include at least three (3) credits in the physical or biological sciences

Humanities, 6 credits
(B Track must include: HUM 114)

Social Science, 6 credits
(B Track must include: PSY 211)

Additional Liberal Arts, 6 credits
(B Track must include: GEN 195)

Interdisciplinary Component, 18 credits
(B Track must include: FP 120)

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Additional Academic Progression Requirements for the BSM/MAN

• Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework certain program areas must be satisfied before students can progress to others.

• Satisfy University Proficiency Requirements

• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

• Students have the following options to fulfill proficiency:
• Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
• Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University's Re-Entry policy.

**Additional Residency Requirements and Course Waivers for the BSM/MAN**

Students in this program may waive a maximum of 30 credits from their required course of study. The following courses in the Required Course of Study may not be waived: MGT 420, MGT 498

**Re-entry for the BSM/MAN**

With the exception of BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

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**Bachelor of Science in Accounting**

The following Bachelor of Science in Accounting (BSACC) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Accounting (BSACC) promotes identification and orientation to the accounting profession and is designed to provide knowledge and skills necessary to an accounting career. In addition to the key accounting course work at the introductory and intermediate levels, critical areas of study including auditing and taxation are required in the program. The importance of ethics and international issues are emphasized throughout the curriculum, along with core competencies in technology and communication. The program utilizes specific accounting problem-solving software to provide students with practical knowledge of the accounting field. The program also addresses the goals of professional values, communications and leadership skills, strategic and critical thinking skills, and technology skills of the professional accounting environment and provides additional coverage on the International Financial Reporting Standards (IFRS). Students are also exposed to varied business disciplines including economics, statistics, law, corporate finance, and marketing to provide the general business overview and context necessary for accounting studies. This program is consistent with generally accepted accounting principles, including the accounting processes and knowledge areas that lead to professional certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsacc.

Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify within the student’s specific jurisdiction. Potential applicants should check with the appropriate organization within their jurisdiction to determine requirements. States frequently change their requirements for examination. There is no assurance that at the time of degree completion the specific jurisdiction’s requirements will be consistent with the requirements at the time of admission.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

**Business Core**

- Students will demonstrate the ability to make business-related decisions that incorporate ethical implications.
- Students will integrate business concepts and principles to advance organizational goals.
- Students will analyze interrelationships among distinct functional areas of an organization.
• Students will analyze the implications of operating in a changing global business environment.
• Students will apply knowledge attained from the following domains of the MBA program as practitioners in business:
  • Finance
  • Marketing
  • Information systems
  • Research methodologies
  • Economics
  • Business law
  • Management
  • Accounting
• Students will identify the degree of alignment between their individual values and an organization’s values as reflected in the organization’s plans and actions.

Accounting Core
• Students will apply financial accounting principles to record and communicate measurable business activities to stakeholders.
• Students will analyze accounting financial statements to support effective financial decision-making.
• Students will evaluate various accounting activities in relation to ethical, legal and professional standards.
• Students will apply business issues in the application of generally accepted accounting principles, government and not-for-profit accounting, international transactions, taxation, and auditing.

Program Category Requirements - A Track and B Track
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Communications, 3 total credits
COM 295 ................................. 3 credits
Business Communications

Business Information Systems, 3 total credits
ACC 210 ~ .............................................. 3 credits
Accounting Information Systems

Quantitative Techniques/Statistics, 3 total credits
QNT 275 ~ .............................................. 3 credits
Statistics for Decision Making

Accounting Principles, 6 total credits
ACC 290 ~ .............................................. 3 credits
Principles of Accounting I
ACC 291 ~ .............................................. 3 credits
Principles of Accounting II

Management, 6 total credits
PHL 320 ~ .............................................. 3 credits
Critical Thinking and Decision Making in Business
MGT 312 ~ .............................................. 3 credits
Organizational Behavior for Managers

Ethics and Legal Topics in Business, 3 total credits
ETH 321 ~ .............................................. 3 credits
Ethical and Legal Topics in Business

Economics, 6 total credits
ECO 365 ~ .............................................. 3 credits
Principles of Microeconomics
ECO 372 ~ .............................................. 3 credits
Principles of Macroeconomics

Marketing, 3 total credits
MKT 421 ~ .............................................. 3 credits
Marketing

Finance, 3 total credits
FIN 370 ~ .............................................. 3 credits
Finance for Business

Strategy, 3 total credits
BUS 475 ~ .............................................. 3 credits
Integrated Business Topics

Cost Accounting, 3 total credits
ACC 349 ~ .............................................. 3 credits
Cost Accounting

Intermediate Accounting, 9 total credits
ACC 421 ~ .............................................. 3 credits
Intermediate Financial Accounting I
ACC 422 ~ .............................................. 3 credits
Intermediate Financial Accounting II
ACC 423 ~ .............................................. 3 credits
Intermediate Financial Accounting III

Tax, 3 total credits
Students must choose one of the following courses:
ACC 455 ~ .............................................. 3 credits
Corporate Taxation
ACC 456 ~ .............................................. 3 credits
Individual/Estate Taxation

Government & Non-Profit Accounting, 3 total credits
ACC 460 ~ .............................................. 3 credits
Government and Non-Profit Accounting

Auditing, 6 total credits
ACC 491 ~ .............................................. 3 credits
Contemporary Auditing I
ACC 492 ~ .............................................. 3 credits
Contemporary Auditing II

Accounting Research, 3 total credits
ACC 497 ~ .............................................. 3 credits
Advanced Topics in Accounting Research

General Information for the BSACC
• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSACC
Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree. Listed below are all of the possible en-route credentials:
• Associate of Arts with a Concentration in Business Fundamentals

Additional Admission Requirements for the BSACC
All applicants are expected to meet the following admission requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.

Degree Requirements for the BSACC
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study - 66 credits
  • Electives - 9 credits
  • A minimum of 51 upper division credits.
  • A minimum grade point average (GPA) of 2.00.
• The diploma awarded for this program will read as: Bachelor of Science in Accounting.

General Education Requirements for the BSACC for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
• Electives - 9 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

Other Education Requirements for Minnesota Students obtaining an Associates En-Route Credential
• Communication Arts, 6 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

General Education Requirements for the BSACC for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
• Electives - 9 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

General Education Requirements for the BSACC
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
• Electives - 9 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
• Science and Technology, 6 credits
• Must include at least three (3) credits in the physical or biological sciences
• Humanities, 6 credits
• Must include: HUM 115
• Social Science, 6 credits
• Additional Liberal Arts, 6 credits
• A Track must include: GEN 201
• B Track must include: GEN 127
• Interdisciplinary Component, 9 credits
• Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
• Physical Education activity credits are limited to four (4) credits.
• Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSACC for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
• Electives - 9 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

Other Education Requirements for Minnesota Students obtaining an Associates En-Route Credential
• Communication Arts, 6 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
• Science and Technology, 6 credits
• Must include at least three (3) credits in the physical or biological sciences
• Humanities, 6 credits
• Must include: HUM 115
• Social Science, 6 credits
• Additional Liberal Arts, 6 credits
• A Track must include: GEN 201
• B Track must include: GEN 127
• Interdisciplinary Component, 9 credits
• Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
• Physical Education activity credits are limited to four (4) credits.
• Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

General Education Requirements for the BSACC for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
• Electives - 9 credits
• A Track must include: COMM 215, equivalent or higher
• B Track must include: ENG 147
• Mathematics, 6 credits

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
• Science and Technology, 6 credits
• Must include at least three (3) credits in the physical or biological sciences
• Humanities, 6 credits
• Must include: HUM 115
• Social Science, 6 credits
• Additional Liberal Arts, 6 credits
• A Track must include: GEN 201
• B Track must include: GEN 127
• Interdisciplinary Component, 9 credits
• Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
• Physical Education activity credits are limited to four (4) credits.
• Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
Must include: HUM 115
Social Science, 9 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127

Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BSACC
- Students placed in the Accelerated Pathway (A Track) are not required to take GEN 127.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework.
  - Regionally or nationally accredited coursework (C- or higher grade).
  - University of Phoenix Prior Learning Assessment.
  - National Testing Programs, and
  - ACE evaluated Military credits.

Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
- Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
- Transfer to UoPX with an Associate's Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
- Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
- Previous completion of an Associate of Arts or higher degree from UOPX.
- Previous completion of a Critical Thinking course with UOPX.

Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.

Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements.
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment.
    - Grade of C- or better (or academic equivalent).
    - At least 2.67 semester credits.
  - Eligible to receive general education credit.

Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.

Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSACC
- Students in this program may waive a maximum of 30 credits from their required course of study.
- The following courses in the Required Course of Study may not be waived: ACC 497, BUS 475.

Re-entry for the BSACC
Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
The Bachelor of Science/Concentration in Accounting (BSACC) promotes identification with, and orientation to, the accounting profession and is designed to provide knowledge and skills necessary to an accounting career. In addition to the key accounting course work at the introductory and intermediate levels, critical areas of study including auditing and taxation are required in the program. The importance of ethics and international issues are emphasized throughout the curriculum, along with core competencies in technology and communication. The program utilizes specific accounting problem-solving software to provide students with practical knowledge of the accounting field. The program also addresses the goals of professional values, communications and leadership skills, strategic and critical thinking skills, and technology skills of the professional accounting environment and provides additional coverage on the International Financial Reporting Standards (IFRS). Students are also exposed to varied business disciplines including economics, statistics, law, corporate finance, and marketing to provide the general business overview and context necessary for accounting studies. This program is consistent with generally accepted accounting principles, including the accounting processes and knowledge areas that lead to professional certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsacc.

Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify within the student’s specific jurisdiction. Potential applicants should check with the appropriate organization within their jurisdiction to determine requirements. States frequently change their requirements for examination. There is no assurance that at the time of degree completion the specific jurisdiction’s requirements will be consistent with the requirements at the time of admission.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

Business Core
- Students will demonstrate the ability to make business-related decisions that incorporate ethical implications.
- Students will integrate business concepts and principles to advance organizational goals.
- Students will analyze interrelationships among distinct functional areas of an organization.
- Students will analyze the implications of operating in a changing global business environment.
- Students will apply knowledge attained from the following domains of the MBA program as practitioners in business:
  - Finance
  - Marketing
  - Information systems
  - Research methodologies
  - Economics
  - Business law
  - Management
  - Accounting
- Students will identify the degree of alignment between their individual values and an organization’s values as reflected in the organization’s plans and actions.

Accounting Core
- Students will apply financial accounting principles to record and communicate measurable business activities to stakeholders.
- Students will analyze accounting financial statements to support effective financial decision-making.
- Students will evaluate various accounting activities in relation to ethical, legal and professional standards.

Students will apply business issues in the application of generally accepted accounting principles, government and not-for-profit accounting, international transactions, taxation, and auditing.

Program Category Requirements - A Track and B Track

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Communications, 3 total credits
COM 295 ~ ................................................................. 3 credits
Business Communications

Business Information Systems, 3 total credits
ACC 210 ~ ................................................................. 3 credits
Accounting Information Systems

Quantitative Techniques/Statistics, 3 total credits
QNT 275 ~ ................................................................. 3 credits
Statistics for Decision Making

Accounting Principles, 6 total credits
ACC 290 ~ ................................................................. 3 credits
Principles of Accounting I
ACC 291 ~ ................................................................. 3 credits
Principles of Accounting II

Management, 6 total credits
PHI 320 ~ ................................................................. 3 credits
Critical Thinking and Decision Making in Business
MGT 312 ~ ................................................................. 3 credits
Organizational Behavior for Managers

Ethics and Legal Topics in Business, 3 total credits
ETH 321 ~ ................................................................. 3 credits
Ethical and Legal Topics in Business

Economics, 6 total credits
ECO 325 ~ ................................................................. 3 credits
Principles of Microeconomics

ECON 326 ~ ................................................................. 3 credits
Principles of Macroeconomics
ECON 372 ~ Principles of Macroeconomics ........................................... 3 credits
Marketing, 3 total credits
MKT 421 ~ Marketing ........................................................................... 3 credits
Finance, 3 total credits
FIN 370 ~ Finance for Business ............................................................ 3 credits
Strategy, 3 total credits
BUS 475 ~ Integrated Business Topics .................................................. 3 credits
Cost Accounting, 3 total credits
ACC 349 ~ Cost Accounting ................................................................. 3 credits
Intermediate Accounting, 9 total credits
ACC 421 ~ Intermediate Financial Accounting I ..................................... 3 credits
ACC 422 ~ Intermediate Financial Accounting II ..................................... 3 credits
ACC 423 ~ Intermediate Financial Accounting III .................................... 3 credits
Tax, 3 total credits
Students must choose one of the following courses:
ACC 453 ~ Corporate Taxation ............................................................... 3 credits
ACC 456 ~ Individual/Estate Taxation ..................................................... 3 credits
Government & Non-Profit Accounting, 3 total credits
ACC 460 ~ Government and Non-Profit Accounting .............................. 3 credits
Auditing, 6 total credits
ACC 491 ~ Contemporary Auditing I ...................................................... 3 credits
ACC 492 ~ Contemporary Auditing II ..................................................... 3 credits
Accounting Research, 3 total credits
ACC 497 ~ Advanced Topics in Accounting Research ........................... 3 credits
General Information for the BSACC
• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSACC
Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree. Listed below are all of the possible en-route credentials:
• Associate of Arts with a Concentration in Business Fundamentals
• Fulfillment of the minimum University residency requirement
Students may apply for conferral of an en-route credential upon meeting the following program requirements:
• Successful completion of all the courses outlined in the enrollment agreement for the credential
• Fulfillment of the minimum program GPA
Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSACC
All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Applicants must be currently employed or have access to a work environment.

Degree Requirements for the BSACC
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study - 66 credits
  • Electives - 9 credits
  • A minimum of 51 upper division credits.
  • A minimum grade point average (GPA) of 2.00.
• The diploma awarded for this program will read as: Bachelor of Science in Accounting

General Education Requirements for the BSACC
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
Science and Technology, 6 credits
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
Academic Progression Requirements for the BSACC

- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
- With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited coursework (C- or higher grade),
  - University of Phoenix Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.

Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
- Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
- Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
- Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
- Previous completion of an Associate of Arts or higher degree from UOPX.
- Previous completion of a Critical Thinking course with UOPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSACC

- Students in this program may waive a maximum of 30 credits from their required course of study.
- The following courses in the Required Course of Study may not be waived: ACC 497, BUS 475

Re-entry for the BSACC

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
The College of Information Systems and Technology prepares students for professional and management-related career opportunities in six different IT pathways and provides the knowledge students need to successfully apply information systems theory and principles that address real world business opportunities and challenges that meet the needs of today’s information economy. Students will be prepared to work in core technologies such as systems integration, web systems, network architecture, database design, information security, programming and other IT principles. Our mission is to provide industry-relevant education through innovative learning pathways, which will prepare learners for career success. The College of Information Systems and Technology delivers real-time, IT education solutions that are experiential, relevant and applicable to solving IT challenges anywhere, any place, and at any time. The curriculum in the College of Information Systems and Technology is delivered by experts who relate both theory and practice in this evolving, face paced industry. Each degree and certificate program is aligned to one or more of over 40 industry certifications so students are provided the relevant, hands-on learning they need to be successful in this industry. The College of Information Systems and Technology is continuously updating curriculum, staying relevant in the industry and evolving with the always changing world of technology, all of which is accomplished through dedication, creativity and teamwork of the college faculty and staff. The College of Information Systems and Technology is an innovative, education leader in the IT industry and proud to partner with Fortune 1000 companies and other entities and creators of emerging IT standards nationwide.

**Associate of Arts/Concentration in Information Technology**

The following Associate of Arts/Concentration in Information Technology (AAITT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts degree in Information Technology program provides the opportunity to specialize through the selection of College of Information Systems and Technology practical based academic certificates aligned to industry certifications in areas such as desktop support, network support, multimedia development, information security, database administration, web administration, programming and IT healthcare. Knowledge and skills in Information Technology professional competence and values, information utilization, collaboration, communication, critical thinking and problem solving are provided in the program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aaitt.

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Program Category Requirements for the AAITT**

Information Systems and Technology Electives ............... 18 credits

The University reserves the right to modify the required course of study.

**General Information for the AAITT**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
- Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

**En-Route Credentials for the AAITT**

Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the Associate degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Additional credentials include a lower division certificate. Listed below are all of the possible en-route credentials:

- Cisco Networking Certificate (Undergraduate)
- Database Administration Certificate (Undergraduate)
- Desktop Support Certificate (Undergraduate)
- Health Care Information Technology Certificate (Undergraduate)
- Information Assurance and Security Certificate (Undergraduate)
- Multimedia Development Certificate (Undergraduate)
- Network Support Certificate (Undergraduate)
- Programming Certificate (Undergraduate)
- Web Administration Certificate (Undergraduate)
- Storage Management Certificate (Undergraduate)

Students may apply for conferral of an en-route credential upon meeting the following requirements:

- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by...
completing a new enrollment agreement reflecting the new selection of credentials.

**Additional Admission Requirements for the AAITT**

All applicants are expected to meet the following admissions requirements:
- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Signed Hardware/Software Agreement

**Degree Requirements for the AAITT**

- Completion of a minimum of 60 credits.
- A minimum grade point average (GPA) of 2.0.
- All students must complete the minimum number of credits required by their degree program.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as follows: Associate of Arts

**General Education Requirements for the AAITT**

The General Education requirements for this program are the following:
- Communication Arts, 6 credits
- Mathematics, 6 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
- Science & Technology, 6 credits
- Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 3 credits
- A Track must include: ENG 147
- B Track must include: GEN 201
- Interdisciplinary Component, 9 credits

**Academic Progression Requirements for the AAITT**

- Students must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
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- Students must be at least 16 years of age at the time of application.
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- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
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The General Education requirements for this program are the following:
- Communication Arts, 6 credits
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- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
- Science & Technology, 6 credits
- Humanities, 6 credits
- Social Science, 6 credits
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- B Track must include: GEN 201
- Interdisciplinary Component, 9 credits

**Academic Progression Requirements for the AAITT**

- Students must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Signed Hardware/Software Agreement

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- Communication Arts, 6 credits
- Mathematics, 6 credits
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
- Science & Technology, 6 credits
- Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 3 credits
- A Track must include: ENG 147
- B Track must include: GEN 201
- Interdisciplinary Component, 9 credits

**Academic Progression Requirements for the AAITT**

- Students must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and
    English courses designated as applicable to the proficiency
    requirement
  • Comparable regionally or approved nationally accredited
    transfer, or credit recommended by the American Council on
    Education transfer coursework that meets the following
    requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  • Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council
    on Education) on a comparable National Testing Program (NTP)
    exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score
    on University of Phoenix approved placement exam.
  • Students who satisfied the English and/or math proficiency and
    sign a new enrollment agreement that may carry forward the
    completed proficiency in their new program/version provided
    they have remained in continuous attendance in alignment with
    the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for
the AAITT

The 18 credit Information Systems and Technology Electives
requirement may be satisfied by any of the following means:
• Lower Division University of Phoenix IS&T coursework.
• Previously completed Lower or Upper Division coursework
  from the College of IS&T.
• Lower Division Certificate from the College of IS&T approved
  in the student's state or jurisdiction.
• Lower or Upper Division Information Technology transfer
  coursework that is acceptable for transfer and was completed
  within the past five (5) years from current program enrollment
  agreement sign date with a grade of C or better.
• Lower or Upper Division Information Technology National
  Testing Program exams that are acceptable for transfer and were
  completed within the past five (5) years from current program
  enrollment agreement sign date.
• Lower or Upper Division Information Technology American
  Council on Education recommended (Military) credits that are
  acceptable for transfer and were completed within the past five
  (5) years from current program enrollment agreement sign date.
• Lower or Upper Division Information Technology Prior
  Learning Assessment (PLA) credits awarded to activities
  completed within the past five (5) years from current program
  enrollment agreement sign date.

Re-entry for the AAITT

Re-entry students who have successfully completed an approved
entry point course in a degree program will not be required to
complete the pathway diagnostic and will be placed in the
Accelerated Pathway (A Track). They will not be required to enroll
in the standard pathway (B Track) courses.
Any student who has been out of attendance for more than 365
days from the last date of positive recorded attendance in a
program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without
appeal if the program version is still the most current in their state
or jurisdiction and the student has the ability to satisfy all program
requirements within their original program completion deadline.
Re-entry students whose program version is not the most current
in their state or jurisdiction will be required to enroll into the most
current version.
Select programs may have additional re-entry requirements/
restrictions. Re-entry students should consult their Academic
Advisor for guidance.

Associate of Arts/Emphasis in Information Technology
(Maryland-Online)

The following Associate of Arts/Emphasis in Information Technology
(AAITT) program may be offered at these University of Phoenix campus
locations: Online, depending on state of residence. The availability of
programs and emphases depend on student demand and other factors. Not
all programs may be available to all residents of all states. Students may
want to consider completing certain courses in the Online classroom at
Online rates if the program is available via the Online modality in their
state. Please contact your enrollment representative for more information.

The Associate of Arts degree in Information Technology program
provides the opportunity to specialize through the selection of Col-
lege of Information Systems and Technology practical based aca-
demic certificates aligned to industry certifications in areas such as
desktop support, network support, multimedia development,
information security, database administration, web administration,
programming and IT healthcare. Knowledge and skills in Informa-
tion Technology professional competence and values, information
utilization, collaboration, communication, critical thinking and
problem solving are provided in the program.
For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/
programs/aaitt.
Some courses require prerequisites. Prerequisites and course
descriptions for all courses are listed in the Course Guide section of
the catalog (page B-1).

Program Category Requirements for the AAITT

Information Systems and Technology Electives .............. 18 credits
The University reserves the right to modify the required course
of study.

General Information for the AAITT

• First time attendees with the University who indicate less than
  24 previous college credits (as recognized by the university) on
  the admission application and who meet the requirements for
  "Admitted with Condition" status, will be admitted with
  condition to this program according to the risk free period
  policy.
• Prior Learning Assessment and credits earned through
  National Testing Programs are excluded from the calculation
  of previous college credits.
• Applicants must complete a Pathway Diagnostic before
  enrolling into their first credit-bearing course. The results of the
diagnostic will determine placement in the Accelerated
Pathway (A Track) or standard pathway (B Track).
Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

En-Route Credentials for the AAITT

Students may elect to update or remove the selected credentials by meeting the following requirements:

• Cisco Networking Certificate (Undergraduate)
• Database Administration Certificate (Undergraduate)
• Desktop Support Certificate (Undergraduate)
• Health Care Information Technology Certificate (Undergraduate)
• Information Assurance and Security Certificate (Undergraduate)
• Multimedia Development Certificate (Undergraduate)
• Network Support Certificate (Undergraduate)
• Programming Certificate (Undergraduate)
• Web Administration Certificate (Undergraduate)
• Storage Management Certificate (Undergraduate)

Students may apply for conferral of an en-route credential upon meeting the following requirements:

• Successful completion of all the courses outlined in the enrollment agreement for the credential
• Achievement of the minimum program GPA
• Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the AAITT

All applicants are expected to meet the following admissions requirements:

• Applicants must be at least 16 years of age at the time of application.
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSAT examination with a passing score.
• Signed Hardware/Software Agreement

Degree Requirements for the AAITT

• Completion of a minimum of 60 credits.
• A minimum grade point average (GPA) of 2.0.
• All students must complete the minimum number of credits required by their degree program.

• Emphases are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as follows:
  Associate of Arts

General Education Requirements for the AAITT

The General Education requirements for this program are the following:

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent, or higher
B Track must include: ENG 147

Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher

Science & Technology, 6 credits
Must include: 3 credits in the physical or biological sciences

Humanities, 6 credits
Must include: HUM 115

Social Science, 6 credits

Additional Liberal Arts, 3 credits
A Track must include: GEN 201
B Track must include: GEN 127

Interdisciplinary Component, 9 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the AAITT

• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
• With the exception of GEN 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.

• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
• Previous completion of an Associate of Arts or higher degree from UOPX.
• Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• Satisfy University Proficiency Requirements.
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits.
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
  • Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAITT

The 18 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:
• Lower Division University of Phoenix IS&T coursework.
• Previously completed Lower or Upper Division coursework from the College of IS&T.
• Lower Division Certificate from the College of IS&T approved in the student’s state or jurisdiction.
• Lower or Upper Division Information Technology transfer coursework that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date with a grade of C or better.
• Lower or Upper Division Information Technology National Testing Program exams that are acceptable for transfer and were completed within the past five (5) years from current program enrollment agreement sign date.
• Lower or Upper Division Information Technology American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past five (5) years from current program enrollment agreement sign date.
• Lower or Upper Division Information Technology Prior Learning Assessment (PLA) credits awarded to activities completed within the past five (5) years from current program enrollment agreement sign date.

Re-entry for the AAITT

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Associate of Arts/Concentration in Information Technology (Minnesota)

The following Associate of Arts/Concentration in Information Technology (AAITT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Associate of Arts degree in Information Technology program provides the opportunity to specialize through the selection of College of Information Systems and Technology practical based academic certificates aligned to industry certifications in areas such as desktop support, network support, multimedia development, information security, database administration, web administration, programming and IT healthcare. Knowledge and skills in Information Technology professional competence and values, information...
utilization, collaboration, communication, critical thinking and problem solving are provided in the program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/aaitt.

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Category Requirements for the AAITT

Information Systems and Technology Electives............18 credits

The University reserves the right to modify the required course of study.

General Information for the AAITT

• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
• Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

En-Route Credentials for the AAITT

Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the Associate degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Additional credentials include a lower division certificate. Listed below are all of the possible en-route credentials:
• Cisco Networking Certificate
• Database Administration Certificate
• Desktop Support Certificate
• Health Care Information Technology Certificate
• Information Assurance and Security Certificate
• Multimedia Development Certificate
• Network Support Certificate
• Programming Certificate
• Web Administration Certificate

Students may apply for conferral of an en-route credential upon meeting the following requirements:
• Successful completion of all the courses outlined in the enrollment agreement for the credential
• Achievement of the minimum program GPA
• Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the AAITT

All applicants are expected to meet the following admissions requirements:
• Applicants must be at least 16 years of age at the time of application.
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Signed Hardware/Software Agreement

Degree Requirements for the AAITT

The General Education requirements for this program are the following:

Academic Progression Requirements for the AAITT

• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
• University of Phoenix coursework,
• Regionally or nationally accredited coursework (C- or higher grade).
• University of Phoenix Prior Learning Assessment
• National Testing Programs, and
• ACE evaluated Military credits.
• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from UOPX.
  • Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
• Students may not complete any of the following courses via the University Proficiency Requirements.
• Students who previously completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Lower or Upper Division Information Technology Prior Learning Assessment (PLA) credits awarded to activities completed within the past five (5) years from current program enrollment agreement sign date.
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the AAITT

The 18 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:
• Lower Division UOPX IS&T coursework.
• Previously completed Lower or Upper Division coursework from the College of IS&T.
• Lower Division Certificate from the College of IS&T approved in the student’s state or jurisdiction.
• Lower or Upper Division Information Technology transfer coursework that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date with a grade of C or better.
• Lower or Upper Division Information Technology National Testing Program exams that are acceptable for transfer and were completed within the past five (5) years from current program enrollment agreement sign date.
• Lower or Upper Division Information Technology American Council on Education recommended (Military) credits that are acceptable for transfer and were completed within the past five (5) years from current program enrollment agreement sign date.
• Lower or Upper Division Information Technology Prior Learning Assessment (PLA) credits awarded to activities completed within the past five (5) years from current program enrollment agreement sign date.

Re-entry for the AAITT

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses. Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Bachelor of Science in Information Technology

The following Bachelor of Science in Information Technology (BSIT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and en-route credentials depend on student demand and other factors. Not all programs and en-route credentials may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Information Technology (BSIT) program provides the knowledge to successfully apply information technology theory and principles to address real world business opportunities and challenges. The program covers fundamental and advanced knowledge in core technologies such as systems integration, web systems, network architecture, database design, information security, programming and other supporting IT principles. The program provides the opportunity to specialize through the selection of University of Phoenix IT academic certificates, aligned to industry certifications, to support IT career goals. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsit

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to apply key principles of systems analysis and design to selected business processes within the organization in order to implement effective information systems. (BSA - Business Systems Analysis)
- Students will be able to design and develop key database structures meeting selected business requirements for effective storage and retrieval of information. (DBM - Database Management)
- Students will be able to explain implementation, integration and maintenance for IT applications to support selected business processes. (INT - Integration)
- Students will be able to explain information systems security that will comply with key requirements of accepted industry standards to support and improve the security of an organization's systems. (ISS - Information Systems Security)
- Students will be able to explain select network and telecommunications technologies that will comply with key requirements of accepted industry standards to improve organizational network communications. (NTC - Networking)
- Students will be able to explain and develop an effective IT project plan using selected accepted project management standards to manage projects in a cost-effective manner. (PPL - Project Planning)
- Students will be able to design and develop computer programs using standards promoted by the Association of Software Professionals (ASP) to promote the quality and effectiveness of programs. (PRG - Programming)
- Students will be able to design and develop a website using selected professional web design principles and standards to facilitate the professional appearance of an organization. (WEB - Web development)

Program Category Requirements for the BSIT

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Systems Integration, 6 total credits**
- CIS 207 ~ .................................................................3 credits
- Information Systems Fundamentals
- CMGT 445 ~......................................................3 credits
- Application Implementation

**Web Systems, 3 total credits**
- WEB 240 ~ .............................................................3 credits
- Web Design Fundamentals

**Networking, 3 total credits**
- NTC 362 ~ ............................................................3 credits
- Fundamentals of Networking

**Information Management, 3 total credits**
- DBM 380 ~ .............................................................3 credits
- Database Concepts

**Security, 3 total credits**
- CMGT 400 ~ ...........................................................3 credits
- Intro to Information Assurance & Security

**Programming, 3 total credits**
- PRG 420 ~ .............................................................3 credits
- Java Programming I

**Supporting IT Principles, 9 total credits**
- BSA 375 ~ .............................................................3 credits
- Fundamentals of Business Systems Development
- CMGT 410 ~ ...........................................................3 credits
- Project Planning & Implementation
- PRG 211 ~ .............................................................3 credits
- Algorithms and Logic for Computer Programming

**Enhanced Math, 3 total credits**
- MTH 221 ~ .............................................................3 credits
- Discrete Math for IT
- MTH 280 ~ .............................................................3 credits
- Calculus I

**Information Systems and Technology Electives, 15 total credits**

The University reserves the right to modify the required course of study.

**General Information for the BSIT**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSIT
Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and/or upper division certificate. Listed below are all of the possible en-route credentials:
- Advanced Multimedia Development Certificate (Undergraduate)
- Advanced Software Developer Certificate (Undergraduate)
- Advanced Cyber Security Certificate (Undergraduate)
- Advanced Networking Certificate
- Associate of Arts with a Concentration in Information Technology

Additional Admission Requirements for the BSIT
All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.
• Signed Hardware/Software Agreement
• Students who have previously completed a regionally accredited Associate of Arts or Associate of Science degree from a Community College will be eligible to apply all of the credits earned for the associate degree towards the lower division general education and elective requirements at University of Phoenix. The transfer coursework will be applied as a block at the time of admission to the program.

Degree Requirements for the BSIT
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study - 33 credits
  - Information Systems and Technology Electives - 15 credits
  - Electives - 6 credits
  - Upper Division Electives - 21 credits
- A minimum of 42 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Information Technology

General Education Requirements for the BSIT
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
Science & Technology, 6 credits
Must include at least three (3) credits in the physical or biological sciences
Humanities, 6 credits
(Must include: HUM 115)
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits. Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
Graduate coursework from the College of Information Systems and Technology may be completed as an option to satisfy credits within the Upper Division Elective requirement.

General Education Requirements for the BSIT for Minnesota Students
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
Natural Science, 6 credits
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Physical Education activity credits are limited to four (4) credits.
Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
Graduate coursework from the College of Information Systems and Technology may be completed as an option to satisfy credits within the Upper Division Elective requirement.

General Education Requirements for the BSIT for Minnesota Students obtaining an Associates En-Route Credential
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
A Track must include: COMM 215, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of college algebra or higher
Natural Science, 9 credits
Humanities, 9 credits
Must include: HUM 115
Social Science, 9 credits
Additional Liberal Arts, 6 credits

A Track must include: GEN 201
B Track must include: GEN 127
Students are required to complete at least 1 credit in either Communication Arts, Social Science, Natural Science, Humanities, or Mathematics.
Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
Graduate coursework from the College of Information Systems and Technology may be completed as an option to satisfy credits within the Upper Division Elective requirement.

Academic Progression Requirements for the BSIT
- Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
- Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.
- Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  - Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  - Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  - Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  - Previous completion of an Associate of Arts or higher degree from UoPX.
  - Previous completion of a Critical Thinking course with UoPX.
- Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
- Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
- Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
- Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
- Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.
- Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • UOPX Prior Learning Assessment,
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  • Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
  • Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSIT

Students in this program may waive a maximum of 21 credits from their required course of study. The 15 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:
• Lower/Upper Division or Graduate IS&T University of Phoenix coursework.
• Previously completed Graduate coursework from the College of IS&T.
• Lower or Upper Division Certificate approved in the student’s state or jurisdiction.
• Lower/Upper Division or Graduate Information Technology transfer coursework that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date with a grade of C- or better.
• Lower or Upper Division Information Technology National Testing Program exams that are acceptable for transfer and were completed within the past five (5) years from current program enrollment agreement sign date.

Re-entry for the BSIT

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses. Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
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COLLEGE OF HEALTH PROFESSIONS

The College of Health Professions provides a blend of the business and management focus of health care with the clinical/delivery focus of nursing. Each academic program area will provide students with the insight and perspectives needed to support their specific career focus.

School of Health Services Administration

As the health care industry expands and evolves at a rapid rate, jobs in health care administration (the “business” side of health care) are expected to increase by 23 percent between 2012 and 2022.1 Whether you are already working in the field and looking to deepen your knowledge and advance in your profession, or if you are new to health care and want to gain the skills needed to launch a new career, The University of Phoenix® School of Health Services Administration will equip you with the leading-edge training you need to succeed in today’s dynamic health care environment and to effectively tackle all of tomorrow’s challenges.

The Bachelor of Science in Health Administration

The following Bachelor of Science in Health Administration (BSHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Health Administration (BSHA) Program is designed to integrate a framework of general education courses with a health care curriculum that prepares the graduate with the foundational knowledge needed to enter today’s challenging health industry. The BSHA curriculum addresses the basic body of knowledge, understanding, and skills identified as relevant to an ever-expanding and diverse health care arena. Coursework includes content in some of the following areas—management, finance, legal and ethical parameters, risk and quality management, human resources, and information systems. Upon completion of the core curriculum health care students have the opportunity to select an area of focus that is designed to expand their professional opportunities.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain program-specific knowledge, skills, and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to analyze a health care organization from a market-based perspective.
- Students will be able to analyze financial and economic issues in the health care industry.
- Students will be able to explain the application of risk and quality management concepts in the health care industry.
- Students will be able to analyze the utilization and application of technology within a health care organization.
- Students will be able to apply management and adaptable leadership skills in the health care industry.

BSHA Foundation Courses

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BCHA 120 ~................................................................. 3 credits
Medical Terminology for Health Care Professionals

BCHA 131 ~................................................................. 3 credits
Business Communication Skills for Health Care Professionals

HCS 235 ~................................................................. 3 credits
Health Care Delivery in the U. S.

HCIS 140 ~................................................................. 3 credits
Fundamentals of Electronic Health Records

BSHA Core Courses

HCS 305 ~................................................................. 3 credits
Health Care Professional Development

HCS 335 ~................................................................. 3 credits
Health Care Ethics and Social Responsibility

HCS 325 ~................................................................. 3 credits
Health Care Management

HCS 370 ~................................................................. 3 credits
Organizational Behavior

HCS 341 ~................................................................. 3 credits
Human Resources in Health Care

HCS 380 ~................................................................. 3 credits
Health Care Accounting

HCS 385 ~................................................................. 3 credits
Health Care Finance

HCS 490 ~................................................................. 3 credits
Health Care Consumer - Trends and Marketing

HCS 457 ~................................................................. 3 credits
Public and Community Health

HCS 483 ~................................................................. 3 credits
Health Care Information Systems

HCS 451 ~................................................................. 3 credits
Health Care Quality Management and Outcomes Analysis
BSHA Health Administration Electives

The electives below are intended for students earning their Associates en-route to the BSHA or students pursuing the BSHA with no en-route credential.

Students may satisfy the 15 credit Upper Division Health Administration Electives using the courses below and their respective equivalencies. Students earning a certificate en-route will fulfill the 15 credit Upper Division Health Administration Electives using the certificate coursework.

- HCS 465: Health Care Research Utilization (3 credits)
- HCS 499: Health Care Strategy Capstone (3 credits)

Legal Issues in Health Care: Regulation and Compliance

- HCS 430: Legal Issues in Health Care: Regulation and Compliance (3 credits)

Facility Planning

- HCS 446: Facility Planning (3 credits)

Health Care Policy: The Past and the Future

- HCS 455: Health Care Policy: The Past and the Future (3 credits)

Risk Management

- HCS 446: Risk Management (3 credits)

Leadership and Performance Development

The University reserves the right to modify the required course of study as necessary.

General Information for the BSHA

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

En-Route Credentials for the BSHA

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and/or upper division certificate. Listed below are all of the possible en-route credentials:
  - Emergency Management Certificate
  - Long Term Care Certificate
  - Students may apply for conferment of an en-route credential upon meeting the following program requirements:
    - Successful completion of all the courses outlined in the enrollment agreement for the credential
    - Achievement of the minimum program GPA
    - Fulfillment of the minimum University residency requirement
  - Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSHA

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed or have access to a work environment.
- Applicants to the BSHA completing the Emergency Management Certificate (BSHA/EMY) en-route must be currently employed in or have prior employment experience, within the last five (5) years, in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Effective 10/1/2015 Applicants to the BSHA completing the Emergency Management Certificate (BSHA/EMY) en-route must be currently employed in or have one (1) year minimum of prior employment experience in the last five (5) years in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Degree Requirements for the BSHA

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study (BSHA) - 51 credits
  - Upper Division Health Administration Electives - 15 credits
  - Electives - 9 credits
- A minimum of 42 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Health Administration

General Education Requirements for the BSHA

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
A Track must include: ENG 220, equivalent or higher
B Track must include: ENG 147
Mathematics, 6 credits
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
Science and Technology, 6 credits
Must include: HCS 245
Humanities, 6 credits
Must include: HUM 115
Social Science, 6 credits
Additional Liberal Arts, 6 credits
A Track must include: GEN 201
B Track must include: GEN 127
Interdisciplinary Component, 9 credits
Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.
Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Bachelor of Science in Health Administration students who want to transition into the Masters of Health Administration (MHA) degree program may complete a maximum of six (6) graduate-level credits as part of their Elective requirement. These courses may only be taken after the completion of the required course of study.

Students may select a maximum of six (6) credits from the following MHA courses to fulfill their elective credits. A minimum grade of “B” is required in the courses listed below.

HCI 500 ~ ................................................................. 3 credits
Concepts of Health Care Informatics
HCS 548 ~ ................................................................. 3 credits
Foundations of Gerontology
HCS 567 ~ ................................................................. 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ................................................................. 3 credits
Creating Change within Organizations
HCS 591 ~ ................................................................. 3 credits
Creating a Sustainable Health Care Organization

Academic Progression Requirements for the BSHA
• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
• Accelerated Pathway (A Track) students have the option to satisfy HUM 115 by meeting one of the following criteria:
  • Transfer a regionally accredited Associate of Arts degree from a community college, or higher degree from a regionally or approved nationally accredited institution.
  • Transfer to UoPX with an Associate’s Degree, or higher, from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
  • Transfer a Critical Thinking course of 2.67 credits or higher with a C- grade.
  • Previous completion of an Associate of Arts or higher degree from UOPX.
  • Previous completion of a Critical Thinking course with UOPX.
• Non-pathway students may not enroll in HUM 115 to satisfy programmatic prerequisites, general education, or elective requirements.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • University of Phoenix Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
• Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN/127.
• Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    • Completed within ten years of enrollment
    • Grade of C- or better (or academic equivalent)
    • At least 2.67 semester credits
    • Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
• Effective for new Enrollment Agreements Signed 7/1/2015 and thereafter: Students must successfully complete a minimum of 24 general education credits prior to entry into the first required course of study course. The 24 credits may be satisfied using UOPX coursework or applied transfer credit.

The Bachelor of Science in Health Administration (Maryland-Online)

The following Bachelor of Science in Health Administration (BSHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and emphases depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Health Administration (BSHA) Program is designed to integrate a framework of general education courses with a health care curriculum that provides the graduate with the foundational knowledge needed to enter today’s challenging health industry. The BSHA curriculum focuses on the basic body of knowledge, understanding, and skills identified as relevant to an ever-expanding and diverse health care arena. Coursework includes content in some of the following areas: management, finance, legal and ethical parameters, human resources, and information systems. Upon completion of the core curriculum healthcare students have the opportunity to select an emphasis that is designed to expand their professional opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to analyze a health care organization from a market-based perspective.
• Students will be able to analyze financial and economic issues in the health care industry.
• Students will be able to explain the application of risk and quality management concepts in the health care industry.
• Students will be able to analyze the utilization and application of technology within a health care organization.

• Students will be able to apply management and adaptable leadership skills in the health care industry.

**BSHA Foundation Courses**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**GEN 200** Foundations for General Education and Professional Success

**HCS 212 ~** Health Care Vocabulary

**HCS 225 ~** Health Care Delivery in the United States

**HCS 245 ~** Introduction to Health and Disease

**BSHA Required Course of Study**

**HCS 320 ~** Health Care Communication Strategies

**HCS 325 ~** Health Care Management

**HCS 335 ~** Health Care Ethics and Social Responsibility

**HCS 341 ~** Human Resources in Health Care

**HCS 483 ~** Health Care Information Systems

**HCS 490 ~** Health Care Consumer - Trends and Marketing

**HCS 465 ~** Health Care Financial Accounting

**HCS 440 ~** Health Care Financial Accounting

**HCS 465 ~** Health Care Research Utilization

**HCS 451 ~** Health Care Quality Management and Outcome Analysis

Students must select one emphasis in a particular area of study at the time of enrollment. Students may complete an additional emphasis. Please contact your academic representative for more information.

**Emphasis in Health Management**

This emphasis is designed to expand the students’ health care management focus. Courses will include content in leadership theory, the legal and regulatory aspects in health care, facility planning, community health as well as an introduction to health care policy.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha-hm.

**Legal Issues in Health Care: Regulation and Compliance**

**HCS 475 ~** 3 credits

**Leadership and Performance Development**

**HCS 455 ~** 3 credits

**Health Care Policy: The Past and the Future**

**HCS 446 ~** 3 credits

**Facility Planning**

**HCS 449 ~** 3 credits

**Health Administration Capstone**

**Emphasis in Emergency Management**

This emphasis is designed for EMTs, First Responders, Firefighters, or any other emergency personnel that want to expand their knowledge and skills related to emergency management. Focus will be on principles of emergency management, managing emergency response operations, and planning and preparedness of emergency situations.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha-em.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will create emergency operations plans from a community perspective to mitigate, prepare, respond and recover from natural and man-made disasters.

• Students will apply leadership and management skills to all aspects of emergency services.

• Students will evaluate research related to emergency services to prepare the community for all phases of emergency management.

**EMC 310 ~** 3 credits

**Principles of Emergency Management**

**EMC 330 ~** 3 credits

**Political and Policy Issues for Emergency Management**

**EMC 340 ~** 3 credits

**Emergency Services and the Community**

**EMC 320 ~** 3 credits

**Emergency Preparedness and Planning**

**EMC 350 ~** 3 credits

**Managing Emergency Response Operations**

**HCS 449 ~** 3 credits

**Health Administration Capstone**

**Emphasis in Long Term Care**

As the needs of the long-term care population evolve, there is a growing market for long-term care products and services. The long-term care certificate focuses on increasing the knowledge and skills essential to work with various populations across the life span that require long-term care. Courses focus on long-term care administration, health and wellness, legal issues and perspectives, programs and services, as well as alternative living environments for populations that require long-term care.
Program Purpose
This program is designed to integrate a framework of general education courses with a health care curriculum that provides the graduate with the foundational knowledge needed to enter today's challenging health industry. This concentration is designed to increase skills that are essential when working with various populations requiring long-term care. This program does not prepare students for any type of licensure or certification in any state.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will apply concepts of long-term care administration within the industry.
- Students will analyze health and wellness concepts to address the needs of various LTC populations.
- Students will integrate ethical principles into all aspects of the LTC industry.
- Students will explain products and services to address the needs of various LTC populations.

HCS 437 ................................................................. 3 credits
Long-term Care Administration
HCS 433 ................................................................. 3 credits
Dimensions of Health and the Older Adult
LTC 315 ................................................................. 3 credits
Alternative Living Environments
LTC 328 ................................................................. 3 credits
Legal Perspectives in Aging
LTC 310 ................................................................. 3 credits
Social and Community Related Programs and Services
HCS 449 ................................................................. 3 credits
Health Administration Capstone

Emphasis in Health Information Systems
This emphasis is designed for individuals that want to work with information technology in health care. Focus is on database concepts as well as information network and system design. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha-ltc.

Information Systems Risk Management in Health Care
HCS 449 ................................................................. 3 credits
Health Administration Capstone
The University reserves the right to modify the required course of study as necessary.

Additional Admission Requirements BSHA
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score.
- Applicants must be currently employed or have access to a work environment.
- Applicants to the Emergency Management emphasis (BSHA/EM) must be currently employed or have prior employment experience in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Degree Requirements for the BSHA
- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 48 upper division credits
  - A minimum of 54 credits of the 120 must be in the general education areas approved by the University.
  - A minimum program grade point average (GPA) of 2.0.
- Students must satisfy all required courses of study and general education requirements. Any remaining credits may be satisfied by elective coursework.
- Students will declare an emphasis at the time of enrollment.
- Emphases are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Bachelor of Science in Health Administration

General Education Requirements for the BSHA
All students must complete a minimum of 54 credits in the following areas as a part of their minimum 120 credit degree requirement.
- Communication Arts, 6 credits
- Mathematics, 6 credits
- Effective for Enrollment Agreements signed 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
- Science & Technology, 6 credits
- Must include at least 3 credits in the physical or biological sciences
- Humanities, 6 credits
- Social Science, 6 credits
- Additional Liberal Arts, 6 credits
- Interdisciplinary Component, 18 credits

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
For a description of the proceeding general education areas, see the Undergraduate Programs section within this catalog.
Academic Progression Requirements for the BSHA

- Applicants to this program will be required to follow the university’s First-Year Sequence policies. Students required to enter the First-Year Sequence will complete GEN 195 as the first course in their program. Students not required to enter the First-Year Sequence will complete GEN 200 as the first course in their program.
- With the exception of course requirements outlined in the First-Year Sequence policies, General Education and Elective course requirements may be satisfied by any of the following means:
  - University of Phoenix coursework,
  - Regionally or nationally accredited transfer coursework (C- or higher grade),
  - UOPX Prior Learning Assessment
  - National Testing Programs, and
  - ACE evaluated Military credits.
- Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework, certain program areas must be satisfied before students can progress to others.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer credit, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within ten years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSHA

Students in this program may waive a maximum of eighteen (18) upper division credits from their required course of study (national testing program credit, prior learning credit, and military credit may not be used to waive with or without credit coursework in the required course of study).

Students may also waive nine (9) lower division credits from the required course of study.

The following courses in the required course of study may not be waived: GEN 200, HCS 449

Re-entry for the BSHA

With the exception of BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

The Bachelor of Science in Health Administration (Certificate Track) (Maryland-Online)

The following Bachelor of Science in Health Administration (Certificate Track) (BSHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and emphases depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Health Administration (BSHA) Program is designed to integrate a framework of general education courses with a health care curriculum that provides the graduate with the foundational knowledge needed to enter today’s challenging health industry. The BSHA curriculum focuses on the basic body of knowledge, understanding, and skills identified as relevant to an ever expanding and diverse health care arena.

Coursework includes content in some of the following areas: management, finance, legal and ethical parameters, human resources, and information systems. Upon completion of the core curriculum healthcare students have the opportunity to select a emphasis that...
is designed to expand their professional opportunities.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha.

**Program Student Learning Outcomes**
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills, and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to analyze a health care organization from a market-based perspective.
- Students will be able to analyze financial and economic issues in the health care industry.
- Students will be able to explain the application of risk and quality management concepts in the health care industry.
- Students will be able to analyze the utilization and application of technology within a health care organization.
- Students will be able to apply management and adaptable leadership skills in the health care industry.

**BSHA Foundation Courses (Certificate Track)**
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- Foundations for General Education and Professional Success
  - GEN 200 (For A Track only)..............................3 credits
  - GEN 195 (For B Track only)..............................3 credits

**BSHA Required Course of Study (Certificate Track)**

- HCS 212 ~ ..........................................................3 credits
- Health Care Vocabulary
- HCS 235 ~ ..........................................................3 credits
- Health Care Delivery in the United States
- HCS 245 ~ ..........................................................3 credits
- Introduction to Health and Disease

- HCS 420 ~ ..........................................................3 credits
- Health Care Communication Strategies
- HCS 425 ~ ..........................................................3 credits
- Health Care Management
- HCS 335 ~ ..........................................................3 credits
- Health Care Ethics and Social Responsibility
- HCS 341 ~ ..........................................................3 credits
- Human Resources in Health Care
- HCS 483 ~ ..........................................................3 credits
- Health Care Information Systems
- HCS 490 ~ ..........................................................3 credits
- Health Care Consumer - Trends and Marketing
- HCS 405 ~ ..........................................................3 credits
- Health Care Financial Accounting
- HCS 440 ~ ..........................................................3 credits
- Economics: The Financing of Health Care
- HCS 465 ~ ..........................................................3 credits
- Health Care Research Utilization
- HCS 451 ~ ....................................................................3 credits
- Health Care Quality Management and Outcome Analysis

Students must select one emphasis in a particular area of study at the time of enrollment.

**Emphasis in Health Management (Certificate Track)**
This emphasis is designed to expand the students’ health care management focus. Courses will include content in leadership theory, the legal and regulatory aspects in health care, facility planning, community health as well as an introduction to health care policy.

- HCS 457 ~ ..........................................................3 credits
- Legal Issues in Health Care: Regulation and Compliance
- HCS 475 ~ ..........................................................3 credits
- Leadership and Performance Development
- HCS 455 ~ ..........................................................3 credits
- Health Care Policy: The Past and the Future
- HCS 446 ~ ..........................................................3 credits
- Facility Planning
- HCS 449 ~ ..........................................................3 credits
- Health Administration Capstone

**Emphasis in Emergency Management (Certificate Track)**
This emphasis is designed for EMTs, First Responders, Firefighters, or any other emergency personnel that want to expand their knowledge and skills related to emergency management. Focus will be on principles of emergency management, managing emergency response operations, and planning and preparedness of emergency situations.

- EMC 310 ~ ..........................................................3 credits
- Principles of Emergency Management
- EMC 330 ~ ..........................................................3 credits
- Political and Policy Issues for Emergency Management
- EMC 340 ~ ..........................................................3 credits
- Emergency Services and the Community
- EMC 320 ~ ..........................................................3 credits
- Emergency Preparedness and Planning
- EMC 350 ~ ..........................................................3 credits
- Managing Emergency Response Operations
- HCS 449 ~ ..........................................................3 credits
- Health Administration Capstone

**Emphasis in Long Term Care (Certificate Track)**
As the needs of the long-term care population evolve, there is a growing market for long-term care products and services. The long-term care certificate focuses on increasing the knowledge and
skills essential to work with various populations across the life span that require long-term care. Courses focus on long-term care administration, health and wellness, legal issues and perspectives, programs and services, as well as alternative living environments for populations that require long-term care. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsha-ltc.

Program Purpose
This program is designed to integrate a framework of general education courses with a health care curriculum that provides the graduate with the foundational knowledge needed to enter today’s challenging health industry. This concentration is designed to increase skills that are essential when working with various populations requiring long-term care. This program does not prepare students for any type of licensure or certification in any state.

HCS 437 ................................................................. 3 credits
Long-term Care Administration
HCS 433 ................................................................. 3 credits
Dimensions of Health and the Older Adult
LTC 315 ................................................................. 3 credits
Alternative Living Environments
LTC 328 ................................................................. 3 credits
Legal Perspectives in Aging
LTC 310 ................................................................. 3 credits
Social and Community Related Programs and Services
HCS 449 ................................................................. 3 credits
Health Administration Capstone

The University reserves the right to modify the required course of study as necessary.

General Information for the BSHA (Certificate Track)
The Certificate Track bachelors programs are designed to be an option for students to earn a certificate en-route to earning the bachelors degree. Students who completed a certificate in its entirety and who later choose to enroll in a bachelors program with an emphasis in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the bachelors program.

Additional Admission Requirements for the BSHA (Certificate Track)
All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Applicants must be currently employed or have access to a work environment.
• Applicants to the Emergency Management emphasis (BSHA/EMC) must be currently employed in or have prior employment experience in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Degree Requirements for the BSHA (Certificate Track)

• Completion of a minimum of 120 credits that include the following distribution:
  • A minimum of 48 upper division credits.
  • A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  • A minimum grade point average (GPA) of 2.0.
• Students may earn a certificate in the same area of focus as the emphasis en route to completing the bachelor degree. Students may apply for certificate conferral upon successful completion of both the 18 credits required for the certificate and the certificate programmatic requirements outlined in the certificate program policy.
• Students must successfully complete the following programmatic requirements for certificate conferral:
  • Health Management Certificate (HM) - 18 credits: GEN 200, HCS 235 Choose four of the following: HCS 325, HCS 335, HCS 341, HCS 405, HCS 430, HCS 446, HCS 457, HCS 483
  • Emergency Management Certificate (EMC) - 18 credits: EMC 310, EMC 320, EMC 330, EMC 340, EMC 350, GEN 200
  • Long Term Care Certificate (LTC) - 18 credits: GEN 200, HCS 433, HCS 437, LTC 310, LTC 315, LTC 328

• Students can only earn one certificate en-route to completing the undergraduate program.
• Emphases are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as:
  Bachelor of Science in Health Administration

Academic Progression Requirements for the BSHA (Certificate Track)

• Applicants to this program will be required to follow the university’s First-Year Sequence policies. Students required to enter the First-Year Sequence will complete GEN 195 as the first course in their program. Students not required to enter the First-Year Sequence will complete GEN 200 as the first course in their program.
• With the exception of course requirements outlined in the First-Year Sequence policies, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited transfer coursework (C- or higher grade),
  • UOPX Prior Learning Assessment
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework, certain program areas must be satisfied before students can progress to others.
• Satisfy University Proficiency Requirements
• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement...
• Demonstrate competency by meeting minimum passing score
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Additional Residency Requirements and Course Waivers for the BSHA (Certificate Track)

Students in this program may waive a maximum of eighteen (18) upper division credits from their required course of study (national testing program credit, prior learning credit, and military credit may not be used to waive with or without credit coursework in the required course of study).

Students may also waive nine (9) lower division credits from the required course of study.

The following courses in the Required Course of Study may not be waived: GEN 195, GEN 200, HCS 449

General Education Requirements for the BSHA (Certificate Track)

All students must complete a minimum of 54 credits in the following areas as a part of their minimum 120 credit degree requirement.

Communication Arts, 6 credits
  A Track must include: COMM 215, equivalent or higher
  B Track must include: COM 170 and COM 172
Mathematics, 6 credits
  Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher
Science & Technology, 6 credits
  B Track must include: SCI 163
Must include at least 3 credits in the physical or biological sciences
Humanities, 6 credits
  B Track must include: HUM 114
Social Science, 6 credits
  B Track must include: PSY 211
Additional Liberal Arts, 6 credits
Interdisciplinary Component, 18 credits
  B Track must include: FP 120

Any credit that is not being applied to the primary major as a waiver may be applied to the lower division electives/Interdisciplinary requirement.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Re-entry for the BSHA (Certificate Track)

With the exception of BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
School of Nursing

Programs in the School of Nursing are designed to support the career advancement and educational needs of licensed practical, vocational and registered nurses, who are looking to expand their professional horizons. In an era of unprecedented and disruptive change in the health care industry—from shifting patient demographics, to the emergence of new models like telemedicine and retail medicine, to an increasingly complex licensing and credentialing environment—today’s nurses must work hard to navigate the changes and remain on the leading-edge of their professions. Whether you are a registered nurse looking to bolster your credentials to meet today’s higher standards, or an advanced-practice nurse seeking to expand your knowledge and take on greater leadership challenges, The University of Phoenix® School of Nursing will equip you with the deep industry insight and up-to-the-minute knowledge and skills you need to become the nurse tomorrow needs.

Accreditation- School of Nursing Programs

The Bachelor of Science in Nursing and Master of Science in Nursing programs at University of Phoenix are accredited by the Commission on Collegiate Nursing Education (CCNE) One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. http://www.aacn.nche.edu/ccne-accreditation

International Nursing Honor Society

The mission of Sigma Theta Tau International (STTI) is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The honor society provides products and services that advance the learning and professional development of members and all nurses who strive to improve the health of the world’s people.

University of Phoenix, School of Nursing is a member of the Omicron Delta chapter of STTI, a virtual chapter that support members across the globe. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in leadership, and service. The honor society provides products and services that advance the learning and professional development of members and all nurses who strive to improve the health of the world’s people.

University of Phoenix, School of Nursing is a member of the Omicron Delta chapter of STTI, a virtual chapter that support members across the globe. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Undergraduate students must have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of his/her graduating class, achieved academic excellence (at least a 3.0 on a 4.0 grade point average scale) and met the expectation of academic integrity. Graduate students must have completed at least 1/4 of the nursing curriculum, achieved academic excellence (at least 3.5 on a 4.0 grade point average scale) and met the expectation of academic integrity.

STTI has more than 135,000 active members who reside in more than 85 countries. There are roughly 500 chapters at approximately 695 higher education institutions. To learn more about STTI visit their website at www.nursingsociety.org. To learn more about the Omicron Delta chapter visit their website at http://www.omicron-delta.net.

Academic Progression Requirements for all Current Nursing Programs (excluding BSN/I)

License Requirement

PN/VN to BSN students must possess an active unrestricted/unencumbered PN or VN license in the state where they are completing clinical hours. PN/VN to BSN students must hold a valid RN to BSN, MSN and post-master’s certificate students must hold a valid, unrestricted/unencumbered RN license in all states and jurisdictions in which the applicant holds an active nursing license. Students must also hold a valid and unrestricted/unencumbered RN license for the state in which they practice. All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. With the exception of Hawaii, VA, and active duty military students are allowed to practice nursing in a state or country where they are not licensed as long as they are practicing nursing in a federal facility. In Hawaii, students must possess a valid Hawaii license.

Scholastic Disqualification

Students who receive a non-passing grade in a Nursing CORE course (CORE courses are listed in the program description of each program handbook chapter) will be required to meet with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns prior to retaking the course that placed the student on scholastic disqualification. Students will also be required to complete and sign an Academic Progression Student Agreement Form.

For Students signing an enrollment agreement 10/1/2015 or later:

Students are permitted one retake of a nursing course due to non-passing grades. Students who fail to achieve the minimum grade on a second course will be scholastically suspended and permanently withdrawn from their nursing program.

Drug Testing

Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse, or otherwise indicates that the student may be impaired by drugs or alcohol without reasonable justification, will be required to undergo a “for-cause” 10-panel drug screen plus an alcohol drug test.

1. For purposes of this policy, the following definitions apply:
   - Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens from the human body for the purpose of detecting the use of drugs or alcohol.
   - Reasonable suspicion means evidence which forms a reasonable basis for concluding that it is more likely than not that a person is impaired by alcohol or drugs or has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents, without reasonable justification. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.
• Impaired means that a person’s mental or physical capabilities to submit to any “for cause” drug testing required by the
• to abide by the drug policies and drug testing policies of the
• to release a copy of any and all drug test results to the University and testing required by each agency or health care
• University officials, and to any State Board(s) of Nursing in
• the student holds a nursing license or certificate, where
• the drug level is within prescribed limits.
• the level does not indicate abuse.
• the student’s use of the drug as prescribed will not interfere with safe practice in the clinical area.

This statement must be provided to the Campus College Chair, Director of Nursing, or NP Program Manager. If the statement is approved, then the test result will be deemed acceptable and not failed for these purposes.

The failure of a student to provide the above statement or a health care provider’s inability to provide a statement meeting the requirements above shall be treated as a positive test for an illegal drug.

7. Students who refuse to submit to a “for-cause” drug test will not be allowed to return to any clinical setting pending conclusion of a full review by the Office of Dispute Management and Apollo Ethics and Compliance. The findings may result in dismissal from the nursing program and expulsion from the University. The results of a positive test for illegal drugs as defined herein or a refusal to undergo a required drug test will be reported to the applicable State Board of Nursing where required by the applicable State Board(s) of Nursing’s statute(s) or regulation(s).

8. Students must also adhere to any other additional policies prescribed by the clinical agency. It is the sole responsibility of the student to read and acknowledge the requirements of the clinical health care facility in addition to University policy.

9. All costs associated with the drug test, including any transportation costs to or from the drug testing facility, will be the responsibility of the student.

10. University of Phoenix, College of Health Professions, School of Nursing, campus officials may be required to report all failed drug

• The student shall meet with their Campus College Chair, Director of Nursing, or NP Program Manager within 24 hours or by the first business day following the test results to discuss the circumstances surrounding suspected behavior.

• The Campus College Chair, Director of Nursing, or NP Program Manager will counsel the student regarding return to the classroom and clinical agency. The preliminary investigation will cease and the student will be released from further action at that time.

• The Campus College Chair, Director of Nursing, or NP Program Manager will arrange for the student to make up the missed clinical hours.

5. If the results of the 10 panel, plus alcohol drug test is positive for alcohol or illegal drugs:

• A full review by the Office of Dispute Management and Apollo Ethics and Compliance shall be conducted. Students who test positive for alcohol or illegal drugs will not be permitted to return to any clinical setting pending conclusion of the review. The findings may result in student dismissal from the nursing program and expulsion from the University.

• The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.

6. If the results of the 10 panel, plus alcohol drug test(s) are positive for a prescribed drug(s) but not those that would be defined as illegal in the definitions above:

• The student shall, within three (3) business days, obtain a written statement from their treating, licensed health care provider (MD, DO, HMD, ND/NMD, NP or PA) stating that:
  • the drug level is within prescribed limits.
  • the drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants; depressants; narcotic or hallucinogenic drugs; cannabis substances, such as marijuana and hashish; cocaine; heroin; methamphetamine; phencyclidine (PCP); and so-called designer drugs and look-alike drugs.

• Substance abuse means:
  • the consumption, possession, or distribution of alcohol or illegal drugs by any nursing student while on University or affiliated clinical site premises or while participating in any University (or affiliated clinical site) sponsored or related activity, including any nursing-related course or clinical training activity.
  • a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired.

2. Prior to being assigned to a clinical placement and as a prerequisite for placement at any agency or health care facility the nursing student shall sign an agreement:

• to abide by the drug policies and drug testing policies of the University and each agency or health care facility in which a student is assigned as applicable,

• to submit to any “for cause” drug testing required by the University and testing required by each agency or health care facility the nursing student obtains clinical hours, and

• to release a copy of any and all drug test results to the University of Phoenix, Dean/Associate Dean of Nursing, other appropriate University officials, and to any State Board(s) of Nursing in which the student holds a nursing license or certificate, where required by the relevant State Board(s) of Nursing.

Failure to sign such agreement is grounds for refusal for student admission and progression in the program.

3. The College of Health Professions, School of Nursing requires students to obtain a 10 panel, plus alcohol drug test if the student’s behavior in the clinical, classroom or laboratory setting creates facts that give rise to a reasonable suspicion of substance abuse, or indicates they are impaired by alcohol or drugs.

4. If the results of the 10 panel, plus alcohol drug test is negative for alcohol or illegal drugs:

• The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.

5. If the results of the 10 panel, plus alcohol drug test is positive for alcohol or illegal drugs:

• A full review by the Office of Dispute Management and Apollo Ethics and Compliance shall be conducted. Students who test positive for alcohol or illegal drugs will not be permitted to return to any clinical setting pending conclusion of the review. The findings may result in student dismissal from the nursing program and expulsion from the University.

• The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.

6. If the results of the 10 panel, plus alcohol drug test(s) are positive for a prescribed drug(s) but not those that would be defined as illegal in the definitions above:

• The student shall, within three (3) business days, obtain a written statement from their treating, licensed health care provider (MD, DO, HMD, ND/NMD, NP or PA) stating that:
  • the drug level is within prescribed limits.
  • the drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants; depressants; narcotic or hallucinogenic drugs; cannabis substances, such as marijuana and hashish; cocaine; heroin; methamphetamine; phencyclidine (PCP); and so-called designer drugs and look-alike drugs.

• Substance abuse means:
  • the consumption, possession, or distribution of alcohol or illegal drugs by any nursing student while on University or affiliated clinical site premises or while participating in any University (or affiliated clinical site) sponsored or related activity, including any nursing-related course or clinical training activity.
  • a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired.

2. Prior to being assigned to a clinical placement and as a prerequisite for placement at any agency or health care facility the nursing student shall sign an agreement:

• to abide by the drug policies and drug testing policies of the University and each agency or health care facility in which a student is assigned as applicable,

• to submit to any “for cause” drug testing required by the University and testing required by each agency or health care facility the nursing student obtains clinical hours, and

• to release a copy of any and all drug test results to the University of Phoenix, Dean/Associate Dean of Nursing, other appropriate University officials, and to any State Board(s) of Nursing in which the student holds a nursing license or certificate, where required by the relevant State Board(s) of Nursing.

Failure to sign such agreement is grounds for refusal for student admission and progression in the program.

3. The College of Health Professions, School of Nursing requires students to obtain a 10 panel, plus alcohol drug test if the student’s behavior in the clinical, classroom or laboratory setting creates facts that give rise to a reasonable suspicion of substance abuse, or indicates they are impaired by alcohol or drugs.

4. If the results of the 10 panel, plus alcohol drug test is negative for alcohol or illegal drugs:

• The student shall meet with their Campus College Chair, Director of Nursing, or NP Program Manager within 24 hours or by the first business day following the test results to discuss the circumstances surrounding suspected behavior.

• The Campus College Chair, Director of Nursing, or NP Program Manager will counsel the student regarding return to the classroom and clinical agency. The preliminary investigation will cease and the student will be released from further action at that time.

• The Campus College Chair, Director of Nursing, or NP Program Manager will arrange for the student to make up the missed clinical hours.

5. If the results of the 10 panel, plus alcohol drug test is positive for alcohol or illegal drugs:

• A full review by the Office of Dispute Management and Apollo Ethics and Compliance shall be conducted. Students who test positive for alcohol or illegal drugs will not be permitted to return to any clinical setting pending conclusion of the review. The findings may result in student dismissal from the nursing program and expulsion from the University.

• The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.

6. If the results of the 10 panel, plus alcohol drug test(s) are positive for a prescribed drug(s) but not those that would be defined as illegal in the definitions above:

• The student shall, within three (3) business days, obtain a written statement from their treating, licensed health care provider (MD, DO, HMD, ND/NMD, NP or PA) stating that:
  • the drug level is within prescribed limits.
  • the level does not indicate abuse.
  • the student’s use of the drug as prescribed will not interfere with safe practice in the clinical area.

This statement must be provided to the Campus College Chair, Director of Nursing, or NP Program Manager. If the statement is approved, then the test result will be deemed acceptable and not failed for these purposes.

The failure of a student to provide the above statement or a health care provider’s inability to provide a statement meeting the requirements above shall be treated as a positive test for an illegal drug.

7. Students who refuse to submit to a “for-cause” drug test will not be allowed to return to any clinical setting pending conclusion of a full review by the Office of Dispute Management and Apollo Ethics and Compliance. The findings may result in dismissal from the nursing program and expulsion from the University. The results of a positive test for illegal drugs as defined herein or a refusal to undergo a required drug test will be reported to the applicable State Board of Nursing where required by the applicable State Board(s) of Nursing’s statute(s) or regulation(s).

8. Students must also adhere to any other additional policies prescribed by the clinical agency. It is the sole responsibility of the student to read and acknowledge the requirements of the clinical health care facility in addition to University policy.

9. All costs associated with the drug test, including any transportation costs to or from the drug testing facility, will be the responsibility of the student.

10. University of Phoenix, College of Health Professions, School of Nursing, campus officials may be required to report all failed drug
Bachelor of Science in Nursing

The following Bachelor of Science in Nursing (BSN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment advisor for more information.

The Bachelor of Science in Nursing (BSN), accredited by the Commission of Collegiate Nursing Education (CCNE), is a program designed to develop the professional knowledge and skills of registered nurses. The curriculum builds on a foundation of biological, physical, and social sciences, which contribute to the science of nursing. The liberal arts components enhance the development of the intellectual, social, and cultural aspects of the professional nurse. This baccalaureate program includes behavioral objectives that concentrate on the development of the nurse’s role as researcher, practitioner, and leader. Using human caring as a framework, registered nurses are prepared as generalists who are able to apply critical thinking, professional skills, and knowledge to patient outcomes and health care systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsn.

Program Purpose

This program is a post-licensure nursing program designed for nurses with current RN licensure who wish to obtain a baccalaureate degree in nursing. The program is designed to expand knowledge in the areas of nursing science evidence and theory in order to apply current evidence-based knowledge to increase quality of patient outcomes and health systems. The program targets relevant content to align with many industry standards, which permits graduates to be influential leaders within the nursing profession.

Required Course of Study for the BSN

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- NSG 302 .......................................................... 3 credits
- Professional Contemporary Nursing Role and Practice
- NSG 416 ~ .......................................................... 3 credits
- Theoretical Development and Conceptual Frameworks
- HSN 376 ~ .......................................................... 3 credits
- Health Information Technology for Nursing
- NSG 451 ~ .......................................................... 3 credits
- Professional Nursing Leadership Perspectives
- NSG 456 ~ .......................................................... 3 credits
- Research Outcomes Management for the Practicing Nurse
- NSG 426 ~ .......................................................... 3 credits
- Integrity in Practice: Ethic and Legal Considerations
- HSN 476 ~ .......................................................... 3 credits

- Healthcare Policy and Financial Management
  - NSG 486 ~ .......................................................... 3 credits
- Public Health: Health Promotion and Disease Prevention
  - NSG 482 ~ .......................................................... 3 credits
- Promoting Healthy Communities
  - NSG 468 ~ .......................................................... 3 credits
- Influencing Quality within Healthcare
  - NSG 498 ~ .......................................................... 3 credits
- Senior Leadership Practicum

The University reserves the right to modify the required course of study.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter practice. www.abn.alabama.gov

Additional Admission Requirements for the BSN

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- American Samoa
- Guam
- Northern Mariana Islands
- US Virgin Islands

- Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
Completion of a minimum of 120 credits that include the Degree Requirements for the BSN

RN-BSN Pathway Partnership Concurrent Enrollment Students

Signed Clinical Assurance Statement form

Signed FERPA Release/Drug Test or Failure to Test Results

Signed Acknowledgement of Criminal Conviction Prohibition

Signed Criminal Background Check Disclosure

Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure

Signed FERPA Release/Drug Test or Failure to Test Results

Signed Clinical Assurance Statement form

RN-BSN Pathway Partnership Concurrent Enrollment Students Only: Applicants transferring to University of Phoenix with a completed Associate degree in nursing from an approved Partnership Institution will be eligible to satisfy lower division general education program requirements within their BSN as outlined on the RN-BSN Pathway Partnership Transfer Guide. Prior to enrolling into the BSN program applicants must:

- Have a signed Concurrent Enrollment Memorandum of Understanding on file.
- Complete NSG 302, NSG 416, NSG 426, and NSG 451 at the University of Phoenix under the ND-NURSE 001 Non-degree program code.
- Meet all other BSN admission requirements.

Degree Requirements for the BSN

Completion of a minimum of 120 credits that include the following distribution:

- General Education - 47 credits
- Required Course of Study - 33 credits
- Lower Division Nursing - 40 credits
- A minimum of 33 upper division credits.
- A maximum of 87 lower division credits
- A minimum grade point average (GPA) of 2.0.

University of Phoenix offers assessment of prior learning as an option by which students can earn assessed credits toward degree completion requirements. Registered nurses, enrolled in the BSN program, whose nursing education was completed at a non-US institution, or a non-accredited institution, may be evaluated for transferable non-nursing credits for degree completion.

The diploma awarded for this program will read as: Bachelor of Science in Nursing

Academic Progression Requirements for the BSN

All students enrolling in the BSN program will take NSG 302 as their first course.

Students may take courses required for the Bachelor of Science in Nursing degree in any sequence as long as the prerequisite(s) for each course has been satisfactorily completed.

Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.

Satisfy University Proficiency Requirements

A clinical course may not be taken concurrently with any other course. The clinical courses in this program include: NSG 482 and NSG 486.

Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the BSN

Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of “C” (2.0) in all nursing and clinical courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the following courses will be scholastically disqualified from the University: HSN 376, HSN 476, NSG 302, NSG 416, NSG 426, NSG 451, NSG 456, NSG 468, NSG 482, NSG 486, NSG 498.

Students cannot repeat more than one nursing or clinical course from the lists above. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:

- Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
- Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
- Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
• Re-admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific nursing courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Re-admission Requirements and Course Waivers for the BSN
• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.
• Students in this program cannot waive any courses in their required course of study.

General Education Requirements for the BSN
A minimum of 47 of the 120 credits must be in the general education areas approved by the University. Communication Arts, 6 credits Languages, 6 credits Mathematics, 6 credits Must include 6 credits of statistics or higher. Natural/Physical Sciences, 12 credits Humanities, 6 credits Social Science, 6 credits Interdisciplinary Requirements, 11 credits Any earned credit may be applied to the Interdisciplinary Component, with the exception of the following; credits applied to course(s) in the Required Course of Study as a waiver, equivalent course(s) to the BSN Required Course of Study and credits that apply to other areas of general education or the nursing Required Course of Study. Students may be able to apply additional Lower Division nursing content credits towards the interdisciplinary component.

Physical Education activity credits are limited to four (4) credits.
Note: Six (6) upper division Nursing Pathway course credits may be applied to the interdisciplinary category.
Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Nursing Pathway for BSN
Bachelor of Science in Nursing students who want to transition into the University’s Master of Science in Nursing (MSN) or (MSN/MHA) degree programs may complete two (2) of the following courses as part of their upper division elective credits which are required for degree completion. The nursing pathway courses may be taken only after completion of the required course of study.
Pathway Courses to MSN/ADM, MSN/NED, MSN/INF
• NSG 511
• NSG 512

Pathway Courses to MSN/MHA
• NSG 510
• NSG 515

Re-entry for the BSN
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
  • Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Bachelor of Science in Nursing/International
The following Bachelor of Science in Nursing (BSN-I) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment advisor for more information.

This program is intended for Registered Nurses living outside the US and not considered US residents. The Bachelor of Science in Nursing (BSN), accredited by the Commission of Collegiate Nursing Education* (CCNE), is a program designed to develop the professional knowledge and skills of registered nurses. The curriculum builds on a foundation of biological, physical, and social sciences, which contribute to the science of nursing. The liberal arts components enhance the development of the intellectual, social, and cultural aspects of the professional nurse. This baccalaureate program includes behavioral objectives that concentrate on the development of the nurse’s role as researcher, practitioner, and leader. Using human caring as a framework, registered nurses are prepared as generalists who are able to apply critical thinking, professional skills, and knowledge to patient outcomes and health care systems. The Bachelor of Science in Nursing degree program has a 38-credit required course of study. The required course of study includes a capstone course that synthesizes baccalaureate student learning outcomes. The required course of study fulfills only part of the 120-minimum-credit requirement for degree
completion. *Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsn.

Required Course of Study for the BSN-I

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- NG 301 ~ .................................................................3 credits
- Transition to Baccalaureate Studies
- NSG 375 ~ .................................................................3 credits
- Informatics for Patient-Centered Care
- NSS 397 ~ .................................................................3 credits
- Professional Nursing Role
- NSG 415 ~ .................................................................3 credits
- Theory-Based Nursing Practice
- NSG 425 ~ .................................................................4 credits
- Nursing Ethics and Professionalism
- NSG 455 ~ .................................................................3 credits
- Evidence-Based Practice and Statistics
- NSG 467 ~ .................................................................4 credits
- Influencing Quality Improvement
- HSM 475 ~ .................................................................3 credits
- Health Policy and Finance
- NSG 478 ~ .................................................................4 credits
- Promoting Healthy Communities
- NSG 485 ~ .................................................................3 credits
- Public Health: Health Promotion and Disease Prevention
- NSG 495 ~ .................................................................4 credits
- Senior Leadership Project
- Upper Division Coursework.................................6 credits

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSN-I

All applicants are expected to meet the following admissions requirements:

- Applicants must be residents outside of the United States or approved US Territories. Program will only be offered online.
- Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
- All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
- All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
- Applicants residing in the Commonwealth of Puerto Rico must have an approved appeal on file documenting successful completion of the US NCLEX-RN exam and that all Puerto Rico RN licensing requirements are met to be eligible for admission.
- A signed Foreign Nursing Memorandum of Understanding
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

Degree Requirements for the BSN-I

- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 44 upper division credits.
  - A maximum of 76 lower division credits
  - A minimum grade point average (GPA) of 2.0.
- University of Phoenix offers assessment of prior learning as an option by which students can earn assessed credits toward degree completion requirements. Registered nurses, enrolled in the BSN program, whose nursing education was completed at a non-US institution or a non-accredited institution, may be evaluated for transferable non-nursing credits for degree completion.
- The diploma awarded for this program will read as: Bachelor of Science in Nursing

Additional Academic Progression Requirements for the BSN-I

- All students enrolling in the BSN program will take NSG 301 as their first course.
- Students may take courses required for the Bachelor of Science in Nursing degree in any sequence as long as the prerequisite(s) for each course has been satisfactorily completed.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within five years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within five years of enrollment.
  - Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
Minimum Grade Requirements for the BSN-I

- Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of "C" (2.0) in specific nursing and clinical courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the following courses will be scholastically disqualified from the University: HSN 375, HSN 475, NSG 301, NSG 397, NSG 415, NSG 425, NSG 455, NSG 467, NSG 478, NSG 485
- Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of "B-" (2.5) in the Senior Leadership Project course. A "C+" grade is not acceptable. Students who fail to receive a minimum grade of "B-" will be scholastically disqualified from the University: NSG 495
- Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course from the lists above. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific nursing courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Residency Requirements and Course Waivers for the BSN-I

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: NSG 397, NSG 415, NSG 425, NSG 455, NSG 467, NSG 478, NSG 485, NSG 495

General Education Requirements for the BSN-I

A minimum of 52 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
ENG 220, equivalent or higher

Mathematics, 6 credits
Effective for enrollment agreements signed 6/1/2016 or later, must include 6 credits of statistics or higher

Natural/Physical Sciences, 12 credits

Humanities, 6 credits

Social Science, 6 credits

Interdisciplinary Requirements, 16 credits

Any earned credit may be applied to the Interdisciplinary Component, with the exception of the following: credits applied to course(s) in the Required Course of Study as a waiver, equivalent course(s) to the BSN Required Course of Study and credits that apply to other areas of general education or the nursing Required Course of Study. Students may be able to apply additional Lower Division nursing content credits towards the interdisciplinary component exceeding 30 total LD nursing credits in transfer.

Physical Education activity credits are limited to four (4) credits.
Six (6) credits must be Upper Division.
Six (6) upper division RN to BSN pathway course credits may be applied to the interdisciplinary category.

Students who lack .67 or fewer general education credits may use
The student is requesting to return after being administratively
removed within their original program completion deadline. The nursing pathway courses may be taken only after completion of the required course of study. All MSN 006 pathway courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension. Appeals through SAC for readmission to the program will not be accepted by the School of Nursing.

Re-entry for the BSN-I

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program. Re-entry students may re-enroll into their program version if the program version is still the most current in their state jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state jurisdiction will be required to enroll into the most current version. An appeal will be required for re-entry students to re-enroll in their program if:

- The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
- The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
- The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Bachelor of Science in Nursing Partner

The following Bachelor of Science in Nursing Partner (BSN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Nursing (BSN), accredited by the Commission of Collegiate Nursing Education (CCNE), is a program designed to develop the professional knowledge and skills of registered nurses. The curriculum builds on a foundation of biological, physical, and social sciences, which contribute to the science of nursing. The liberal arts components enhance the development of the intellectual, social, and cultural aspects of the professional nurse. This baccalaureate program includes behavioral objectives that concentrate on the development of the nurse’s role as caregiver, teacher, and leader. Utilizing human caring as a framework, registered nurses are prepared as generalists who are able to apply critical thinking, progressional skills, and knowledge to client outcomes and health care systems. Registration in the partnership program is limited to students who are following the program of study as outlined by the community college partnership(s): Gateway Community College.

* For more information about accreditation, please contact CCNE at One Dupont Circle NW, Suite 530, Washington, DC 20036; (202) 887-6791.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsn.

Program Purpose

This program is a post-licensure education program designed for nurses with current RN licensure who wish to obtain a Bachelor’s degree in the professional field of nursing. The program is designed to develop the professional knowledge and skills of registered nurses and prepare them as generalists who are able to apply critical thinking, professional skills, and knowledge to client outcomes and health care systems.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Nursing graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will integrate ethical values and respect for cultural diversity in safe patient-centered health care delivery and practice in a variety of health care settings.
- Students will apply theories, knowledge and the nursing process to provide safe patient-centered care in a variety of health care settings.
- Students will apply health promotion and disease management principles that integrate evidenced-based nursing knowledge to ensure safe patient-centered care.
- Students will integrate professional nursing leadership roles as designer, manager and coordinator of safe patient-centered care in a variety of health care settings.
• Students will use health care equipment, technology, communication devices and information systems to provide safe patient-centered care in a variety of health care settings.
• Students will analyze the effect of health care policy, regulatory, legal, economic and sociocultural environments on health care delivery and practice in a variety of health care settings.
• Students will integrate professional role as educator in health care delivery and practice in a variety of health care settings.

Required Course of Study for the BSN

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HSN 302 ................................................................................... 3 credits
Undergraduate Nursing Studies

NSG 391 ~ ........................................................................... 3 credits
Professional Nursing Practice

Upper Division Humanities Elective ........................................ 3 credits
NUR 440CC ~ ....................................................................... 3 credits

Health Assessment and Promotion for Vulnerable Populations
HSN 251 ................................................................................... 3 credits

Critical Thinking

Upper Division Elective ............................................................. 3 credits
NUR 443CC ~ ....................................................................... 3 credits

Evidence-Based Nursing Research and Practice
NUR 405CC ~ ....................................................................... 4 credits

Healthy Communities: Theory and Practice
NUR 408CC ~ ....................................................................... 4 credits

Epidemiology: Global and Public Health
NUR 492CC ~ ....................................................................... 4 credits

Senior Practicum: Leadership and Management

The following courses will be waived with coursework from the partner institution:

HCS 350 ................................................................................... 3 credits
Health Care Communication

HCS 438 ................................................................................... 3 credits
Statistical Applications

HCS 478 ................................................................................... 3 credits
Health Law and Ethics

HCS 482 ................................................................................... 3 credits
Health Care Informatics

NUR 403 ................................................................................... 3 credits
Theories and Models of Nursing Practice

NUR 427 ................................................................................... 3 credits
Health and Chronic Disease Management

The University reserves the right to modify the required course of study. All grades of “F” or grades not meeting minimum specific course grade requirements must be repeated.

Additional Admission Requirements for the BSN

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Current employment is not a requirement for admission.

• Completion of an associate degree in nursing from an approved RN-BSN transfer partner institution.

• Signed Criminal Background Check Disclosure

• Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure

• Signed FERPA Release/Drug Test or Failure to Test Results

• Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

• Students must complete HSN 302, NSG 391 and NUR 440CC as a Non-Degree student with UOPX with a C or better as part of their associate degree progression with the partner institution and prior to admission to University of Phoenix.

Degree Requirements for the BSN

• Completion of a minimum of 120 credits that include the following:
  • A minimum of 30 upper division credits.
  • A maximum of 90 lower division credits
  • A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  • A minimum program grade point average (GPA) of 2.0.

• The diploma awarded for this program will read as: Bachelor of Science in Nursing

Academic Progression Requirements for the BSN

• All students enrolling in the BSN Partner program will take NUR 443CC as their first course.

• Students may take courses required for the Bachelor of Science in Nursing degree in any sequence as long as the prerequisite(s) for each course has been satisfactorily completed.

• Students whose RN license becomes restricted, encumbered or revoked while enrolled in the program may not enroll in any further program courses.

• Satisfy University Proficiency Requirements

• Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

• Students have the following options to fulfill proficiency:
  • Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  • Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within five years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
  • Eligible to receive general education credits

• Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within five years of enrollment.

• Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

• Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
• A clinical course may not be taken concurrently with any other course. The clinical courses in this program include: NUR 405CC, NUR 408CC, and NUR 492CC.

• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a "for-cause" 10 panel, plus alcohol drug test.

Candidacy Status for the BSN

The School of Nursing has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.

• All Level 2 Candidate Status requirements must be completed and posted to the student's academic record prior to starting NUR 405CC. Review for Level 2 Candidacy will be based on the following items:
  • Documentation of a permanent valid, unrestricted, unencumbered RN license.
  • Completion of all general education credits.

Minimum Grade Requirements for the BSN

Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of "C" (2.0) in specific nursing and clinical courses. Students who fail to receive a minimum grade of "C" in any of the specified courses will be scholastically disqualified from the University. "C-" is not acceptable. These courses include: HSN 302, NSG 391, NUR 405CC, NUR 408CC, NUR 440CC, NUR 443CC, and NUR 492CC.

Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course from the list above. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:

• Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.

• Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.

• Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the BSN

Students must meet the established University residency requirement for degree conferment. The University requires that the majority of coursework, 30 credits, from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 18 credits from their required course of study using their associates degree in nursing from an approved partner institution. The following courses will be waived with coursework from the partner institution: HCS 350, NUR 403, NUR 427, HCS 438, HCS 478, and HCS 482. Students in this program are not eligible to waive any additional courses from the required course of study.

The following courses in the Required Course of Study may not be waived or satisfied with transfer coursework: HSN 251, HSN 302, NSG 391, NUR 405CC, NUR 408CC, NUR 440CC, NUR 443CC, NUR 492CC, Upper Division Elective, and Upper Division Humanities.

General Education Requirements for the BSN

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Must include COMM 215, equivalent or higher.

Mathematics, 6 credits
Effective for enrollment agreements signed 6/1/2016 or later, must include 6 credits of statistics or higher

Natural/Physical Sciences, 12 credits

Humanities, 6 credits

Students will fulfill the Humanities content requirement by completing HSN 251 and a 3-credit upper division Humanities Elective as part of the required course of study. Students may use excess general education or elective credit to satisfy the six required Humanities General Education credits.

Social Science, 6 credits

Interdisciplinary Component, 18 credits

Any earned credit may be applied to the Interdisciplinary Component, with the exception of the following: credits applied to course(s) in the Required Course of Study as a waiver, equivalent course(s) to the BSN Required Course of Study and credits that apply to other areas of general education or the nursing Required Course of Study.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Re-entry for the BSN

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:

• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).

• The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
University of Phoenix, 2016-2017
School of Nursing

The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Bachelor of Science in Nursing Partner (California)

The following Bachelor of Science in Nursing Partner (BSN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Nursing (BSN), accredited by the Commission of Collegiate Nursing Education (CCNE), is a program designed to develop the professional knowledge and skills of registered nurses. The curriculum builds on a foundation of biological, physical, and social sciences, which contribute to the science of nursing. The liberal arts components enhance the development of the intellectual, social, and cultural aspects of the professional nurse. This baccalaureate program includes behavioral objectives that concentrate on the development of the nurse’s role as caregiver, teacher, and leader. Utilizing human caring as a framework, registered nurses are prepared as generalists who are able to apply critical thinking, professional skills, and knowledge to client outcomes and health care systems.

* For more information about accreditation, please contact CCNE at One Dupont Circle NW, Suite 530, Washington, DC 20036; (202)887-6791. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsn.

Program Purpose

This program is a post-licensure education program designed for nurses with current RN licensure who wish to obtain a Bachelor’s degree in the professional field of nursing. The program is designed to develop the professional knowledge and skills of registered nurses and prepare them as generalists who are able to apply critical thinking, professional skills, and knowledge to client outcomes and health care systems.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Nursing graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

- Students will integrate ethical values and respect for cultural diversity in safe patient-centered health care delivery and practice in a variety of health care settings.
- Students will apply theories, knowledge, and the nursing process to provide safe patient-centered care in a variety of health care settings.
- Students will apply health promotion and disease management principles that integrate evidenced-based nursing knowledge to ensure safe patient-centered care.

- Students will integrate professional nursing leadership roles as designer, manager, and coordinator of safe patient-centered care in a variety of health care settings.
- Students will use health care equipment, technology, communication devices, and information systems to provide safe patient-centered care in a variety of health care settings.
- Students will analyze the effect of health care policy, regulatory, legal, economic, and sociocultural environments on health care delivery and practice in a variety of health care settings.
- Students will integrate professional role as educator in health care delivery and practice in a variety of health care settings.

Preferred Sequence and Prerequisites for the BSN

The courses below make up the Required Course of Study for the BSN program and must be completed at University of Phoenix. Since this is a Pathway Partnership program, course requirements may be satisfied three different ways. As outlined below, some courses may be completed by the student in a Non-Degree status prior to admission to the program. Other courses may be waived using transfer coursework from the partnering institution. The remaining courses will be completed at University of Phoenix following admission to the BSN program. Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

The following courses will be taken at University of Phoenix:

- HSN 302................................................................. 3 credits
- Undergraduate Nursing Studies
- NSG 391 ~............................................................ 3 credits
- Professional Nursing Practice
- NUR 440CC ~ ................................................... 3 credits
- Health Assessment and Promotion for Vulnerable Populations
- Upper Division Non-Nursing Elective ......................... 6 credits
- NUR 443CC ~ ....................................................... 3 credits
- Evidence-Based Nursing Research and Practice
- NUR 405CC ~ ....................................................... 4 credits
- Healthy Communities: Theory and Practice
- NUR 408CC ~ ....................................................... 4 credits
- Epidemiology: Global and Public Health
- NUR 492CC ~ ....................................................... 4 credits
- Senior Practicum: Leadership and Management
- The following courses will be waived with coursework from the partner institution:
- HCS 350 ................................................................. 3 credits
- Health Care Communication
- HCS 438 ................................................................. 3 credits
- Statistical Applications
- HCS 478 ................................................................. 3 credits
- Health Law and Ethics
- HCS 482 ................................................................. 3 credits
- Health Care Informatics
- NUR 403................................................................. 3 credits
- Theories and Models of Nursing Practice
- NUR 427 ................................................................. 3 credits
- Health and Chronic Disease Management
- Lower Division Nursing Elective ............................... 24 credits
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSN
All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Current employment is not a requirement for admission.
- Completion of an associate degree in nursing from an approved RN-BSN transfer partner institution.
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition
- Signed Criminal Background Check Disclosure for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form
- Students must complete HSN 302, NSG 391 and NUR 440CC as a Non-Degree student with UOPX with a C or better as part of their associate degree progression with the partner institution and prior to admission to University of Phoenix.

Candidacy Status for the BSN
The College of Nursing has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling. Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
All Level 2 Candidate Status requirements must be completed and posted to the student’s academic record prior to starting NUR/405CC. Review for Level 2 Candidacy will be based on the following items:
- Documentation of a valid, unrestricted, unencumbered RN license.
- Completion of all general education credits.

Degree Requirements for the BSN
- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 30 upper division credits.
  - A maximum of 90 lower division credits
  - A minimum of 48 of the 120 credits must be in the general education areas approved by the University.
  - A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Nursing

Additional Academic Progression Requirements for the BSN
- All students enrolling in the BSN Partner program will take NUR 443CC as their first course.
- Students may take courses required for the Bachelor of Science in Nursing degree in any sequence as long as the prerequisite(s) for each course has been satisfactorily completed.
- Students whose RN license becomes restricted, encumbered or revoked while enrolled in the program may not enroll in any further program courses.
- Satisfy University Proficiency Requirements
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferred and as a degree progression requirement prior to specific courses in their program.
- Students have the following options to fulfill proficiency:
  - Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
  - Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Completed within five years of enrollment
    - Grade of C- or better (or academic equivalent)
    - At least 2.67 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within five years of enrollment.
  - Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
  - Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
  - A clinical course may not be taken concurrently with any other course. The clinical courses in this program include: NUR 405CC, NUR 408CC, and NUR 492CC.
  - Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the BSN
- Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of “C” (2.0) in specific nursing and clinical courses. A “C-” grade is not acceptable. Students who fail to receive a minimum grade of “C” in any of the following courses will be scholastically disqualified from the University.
  - These courses include: HSN 302, NSG 391, NUR 405CC, NUR 408CC, NUR 440CC, NUR 443CC, and NUR 492CC.
- Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course from the list above. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
- Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
- Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
- Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
Residency Requirements and Course Waivers for the BSN

• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

• Students in this program may waive a maximum of 18 credits from their required course of study using their associates degree in nursing from an approved partner institution. The following courses will be waived with coursework from the partner institution: HCS 350, NUR 403, NUR 427, HCS 438, HCS 478, and HCS 482. Students in this program are not eligible to waive any additional courses from the required course of study.

• The following courses in the Required Course of Study may not be waived or satisfied with transfer coursework: HSN 302, NSG 391, NUR 405CC, NUR 408CC, NUR 440CC, NUR 443CC, NUR 492CC, Upper Division Non-Nursing Elective.

General Education Requirements for the BSN

A minimum of 48 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Must include COMM 215, equivalent or higher.
Must include an oral communication course and a written communication course.

Mathematics, 6 credits
Effective for enrollment agreements signed 6/1/2016 or later, must include 6 credits of statistics or higher

Natural/Physical Sciences, 12 credits

Humanities, 6 credits

Social Science, 6 credits
Must include 3 credits of psychology and 3 credits of sociology or anthropology

Additional Liberal Arts, 3 credits

Interdisciplinary Component, 9 credits

Any earned credit may be applied to the Interdisciplinary Component, with the exception of the following: credits applied to course(s) in the Required Course of Study as a waiver, equivalent course(s) to the BSN Required Course of Study and credits that apply to other areas of general education or the nursing Required Course of Study.

Physical Education activity credits are limited to four (4) credits.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Re-entry for the BSN

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:

• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).

• The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.

• The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
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The College of Education offers undergraduate programs designed for future educators combining content and pedagogical preparation. These programs are developed and taught by skilled practitioners who work in their respective fields, and emphasize knowledge, skills, dispositions, and lifelong learning as essential elements for professional practice. Each program blends theory and practice through a combination of individual and collaborative work to foster a learning environment that allows students to build their knowledge base and apply what they have learned to "impact student learning one educator at a time." Each student/applicant is responsible for checking with his/her state Department of Education and/or school district to determine specific credentialing requirements. The College of Education offers associate level degree programs designed to provide content knowledge in areas such as English/language arts, fine arts, math, science, and social studies, as well as foundational coursework in education.

**Admission Requirements for University of Phoenix**

All applicants are expected to meet the following admission requirements:

- Applicants whose native language is not English must have either:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

- The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
  - The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
  - The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.

- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  - Have been granted asylum or refugee status.
  - A signed Enrollment/Disclosure Agreement.
  - Students, who list less than 24 previous college credits as recognized by the University on the admissions application, are required to successfully complete a University Orientation Workshop (UNIV 100 for Online or UNIV 101 for local campus) to be officially admitted (AM).
  - Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program.
  - A signed New Student Checklist may be required.
  - Completion of any state-specific required documents or forms.
  - Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
  - Students who have been expelled from University of Phoenix are not eligible for reenrollment to University of Phoenix. No appeals will be accepted.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.
Students attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students residing in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

Full and part-time students enrolled in a college, university or other institution of higher learning in Massachusetts must participate in a school sponsored health insurance plan, or an alternate plan with comparable coverage. All full and part-time students attending a Massachusetts local campus must complete the Student Health Insurance Plan Enrollment/Acknowledgement form indicating either that they have either enrolled in the University’s sponsored plan or that they decline participation in the University sponsored plan as they have comparable health insurance coverage. Students must complete and submit this form prior to enrolling in any class. Students who do not complete the Enrollment/Acknowledgement form each calendar year may not enroll in further courses until the form has been completed and the student has appropriate health insurance coverage.

Students who begin their studies at campuses located in Hawaii are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1956, be immunized for measles-mumps-rubella (MMR). Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

- The student was born before January 1, 1957 (applicable to MMR vaccine only).
- The student was born in the United States before January 1, 1980 (applicable to the varicella (chicken pox) vaccine only).
- The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.
- The student has documentation from a physician or director of health that he/she has had a confirmed case of one or more of the diseases as indicated on the immunization form.
- The student has laboratory confirmation of immunity to the disease(s) as indicated on the immunization form.
- The student has submitted a statement that immunization is contrary to his/her religious beliefs.
- The student is enrolled exclusively online and does not congregate with other students on campus or at campus-sponsored events. If the student later decides to attend a class at a University of Phoenix local campus location in Connecticut, the student must meet the immunization requirements before he/she may begin attending classes at a local campus location.
- The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and on or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.

A completed Certificate of TB Examination shall be submitted prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

- The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and on or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.
**Bachelor of Science in Education/Elementary Education**

The following Bachelor of Science in Education/Elementary Education (BSED/E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Education/Elementary (BSED-E) is an undergraduate degree program preparing candidates for teacher licensure. The guiding philosophy of the BSED/E program is to provide students with the skills and knowledge that will allow them to become competent and effective educators. This program focuses on elementary student learning by developing the skills of the educator responsible for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-e.

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

www.alsde.edu

**Program Purpose**

The Bachelor of Science in Education/Elementary Education is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers and includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

**Program Category Requirements and Course Selections**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Introductory Course, 3 total credits**

| GEN 201 | Foundations for University Success | 3 credits |
| GEN 127 | University Studies for Success | 3 credits |

**Orientation, 0 total credits**

EDU 300 - Orientation to Teacher Education

**History and Foundations of Education, 6 total credits**

| EDU 301 | Foundations of Education | 3 credits |
| EDU 315 | Legal & Ethical Issues in Education | 3 credits |

**Educational Theories and Models, 6 total credits**

| EDU 311 | Models and Theories of Instruction | 3 credits |
| EDU 321 | Classroom Management | 3 credits |

**Human Development, 3 total credits**

| EDU 305 | Child Development | 3 credits |

**Assessment, 3 total credits**

| EED 400 | Assessment in Elementary Education | 3 credits |

**Reading, 9 total credits**

| RDG 350 | Children’s Literature | 3 credits |
| RDG 420 | Elementary Methods - Reading/Language Arts | 3 credits |
| RDG 415 | Diagnosis and Remediation of Reading Difficulties | 3 credits |

**Special Populations, 9 total credits**

| SEI 300 | Structured English Immersion | 3 credits |
| SEI 301 | Advanced Structured English Immersion Methods | 3 credits |
| SPE 300 | Orientation to the Exceptional Child | 3 credits |

**Elementary Methods, 15 total credits**

| EED 416 | Elementary Methods - Mathematics | 3 credits |
| EED 420 | Elementary Methods - Science | 3 credits |
| EED 425 | Elementary Methods - Health/PE | 3 credits |
| EED 430 | Elementary Methods - Social Studies | 3 credits |
| EED 435 | Elementary Methods - Fine Arts | 3 credits |
Student Teaching and Field Experience, 9 total credits

EDU 390 ~ ................................................................. 1 credit
Elementary Education Seminar
EED 498 ~ ................................................................. 4 credits
Elementary Student Teaching, Seminar I
EED 499 ~ ................................................................. 4 credits
Elementary Student Teaching, Seminar II

Georgia and Illinois students will take EED 496 in place of EED 498 and EED 499
EED 496 ~ ................................................................. 8 credits
Student Teaching

The University reserves the right to modify the required course of Study.

General Information for the BSED/E

• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
• Applicants who have not previously completed an associate degree or higher at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution must complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Additional Admission Requirements for the BSED/E

All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• South Carolina: Applicants attending a local campus in South Carolina must submit a copy of their high school diploma, high school transcript with graduation posted, GED certificate, GED transcript with successful completion posted, CHSPE examination results or a letter on letterhead from the high school records office confirming the date of graduation. Students may submit an Associate Degree posted transcript in lieu of the high school documentation. This may include a copy of a transcript or degree verification information from the institution’s student website. Students can also submit a copy of a DD-214 showing high school graduation or equivalency to satisfy this requirement.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school attended and date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.

Candidate Status for the BSED/E

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
• Level 1 Candidate Status is completed prior to the completion of 12 Required Course of Study (Core) credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
• Demonstration of basic skills proficiency
Students who reside in a state that does not have a basic skills exam have three options for completing this requirement. Students must pass the Praxis I exam at the cut score determined by the College of Education.
* Reading 169
* Writing 172
* Math 170

Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.
* Essential Academic Skills Subtest I: Reading - 220
* Essential Academic Skills Subtest II: Writing - 220
* Essential Academic Skills Subtest III: Mathematics - 220
* Essential Academic Skills Subtest IV: Technology Literacy - 220

Core Academic Skills for Educators (Core)
* Core Academic Skills for Educators: Reading 156
* Core Academic Skills for Educators: Writing - 162
* Core Academic Skills for Educators: Mathematics - 150

Verification of fingerprint clearance

Georgia residents attending Online and Local Campus students with enrollment agreements signed 3/1/2015 or thereafter seeking
a Georgia certificate:
Additional Candidacy Level II Requirements:
- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment-Program Entry Assessment (350)
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form
Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.
Degree Completion Requirements for the BSED/E
- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 60 upper division credits in the Required Program Category Preferred Sequence.
  - A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  - A minimum grade point average (GPA) of 2.5.
  - Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, practicum courses and/or alternative clinical practice.
- Complete course within the sequence specified by course prerequisite requirements.
- Meet state requirements as set forth by state of residency to receive state endorsement.
- Completion of Field Experience Record (100 hours).
- All students must complete the minimum number of credits required by their degree program.
- Georgia residents attending Online and Local Campus students who complete field experience, student teaching, and apply for state certification 9/1/2015 or thereafter must complete:
  - Teacher Performance Assessment
  - GACE Educator Ethics Exit Exam (360)
- The diploma awarded for this program will read as: Bachelor of Science in Education Elementary Education

Academic Progression Requirements for the BSED/E

Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 as the first course in their program.
Standard pathway (B Track) students must satisfy the state requirements for specific coursework prior to entering the Student Teaching experience.
Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.
Minimum Grade Requirements for the BSED/E

- A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: EDU 390, EED 498, EED 499. Georgia and Illinois students only: EDU 390, EED 496
- Candidates must earn a "B" or better in Elementary Student Teaching I & II in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSED/E

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 30 credits from their required course of study on the basis of regionally accredited transferable coursework.

Upon the successful completion of the Child Development Associate (CDA) candidates transferring to UOPX may waive 12 credits using the following coursework in the BSED/E program. The options for credit application are based upon specific GE requirements for each state:

- * 3 credits in social studies
- * 9 credits in additional liberal arts
- * 12 credits in social studies
- or
- * 12 credits in any combination of social studies, additional liberal arts or electives

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: EDU 300, EDU 311, EDU 321, EDU 390, EED 416, EED 498, EED 499, GEN 127, GEN 201, RDG 415, SPE 300. Georgia and Illinois students only: EDU 300, EDU 311, EDU 321, EDU 390, EED 416, GEN 127, GEN 201, RDG 415, SPE 300, EED 496.

Arizona residents may waive SEI 300 and/or SEI 301 with an Arizona Department of Education approved SEI course (institution of higher education or approved district workshop) OR verification of one of the following endorsements:

- Arizona Provisional SEI Endorsement (SEI 300)
- Arizona Full SEI Endorsement (SEI 300 and SEI 301)
- Arizona English as a Second Language Endorsement
- Arizona Bilingual Endorsement

Approved SEI courses/workshops can be found at http://www.ade.state.az.us/asd/lep/.

General Education Requirements for the BSED/E

A minimum of 54 of the 120 credits must be in the general education areas approved by the University. English/Language Arts Requirement(s) 12 credits

Must include HUM 115

B track must include ENG 147

Mathematics Requirement(s) 12 credits

6 credits must include MTH 213 and MTH 214

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Physical/Biological Science Requirement(s) 6 credits

Social Studies Requirement(s) 9 credits

3 credits must include HIS 301 or HIS 110

Fine Arts Requirement(s) 3 credits

Art, music, drama or dance

Humanities Requirement(s) 3 credits

Additional Liberal Arts Requirement(s) 9 credits

Physical Education activity credits are limited to four (4) credits.

All undergraduates students are required to complete the minimum general education credits required by their program version. Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer coursework to the mandatory General Education courses (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements,
but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements. Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Field Experience for BSED/E

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the BSED/E

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Student teaching is the culminating experience of the Bachelor of Science in Education program. Students must complete prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience.
- Student teaching must occur in a 1-8 self-contained classroom setting under the supervision of a certified teacher. This applies to self-contained settings only, not departmentalized settings.
- Candidates wishing to do their student teaching in a single subject in grades 6-8 must provide the following prior to Student Teaching I:
  - Transcripts documenting of a minimum of 24 semester credits in their content area
  - Passing scores on the state mandated content exam
- Candidates must earn a “B” or better in Elementary Education Seminar. If a candidate receives less than a “B” (B- or lower, or an incomplete grade), they must repeat the course.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these seminars.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates that do not successfully complete the second student teaching program will be removed from the program and are not eligible for re-entry.
- Candidates must student teach in a self-contained elementary setting. Candidates may not student teach in special education.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

- Candidates must successfully pass the Elementary Education Seminar with a “B” or better.
- Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
- Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the BSED/E

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum, in addition to the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the BSED/E

Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University of Phoenix.
University of Phoenix, 2016-2017

University.
Candidates must pass their state-mandated professional knowledge exam. Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Bachelor of Science in Education/Elementary Education (Hawaii)

The following Bachelor of Science in Education Elementary Education (BSED/E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs are available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Education/Elementary (BSED-E) is an undergraduate degree program preparing candidates for teacher licensure. The guiding philosophy of the BSED/E program is to provide students with the skills and knowledge that will allow them to become competent and effective educators. This program focuses on elementary student learning by developing the skills of the educator responsible for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with an experience-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and provide opportunities that present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-e.

Program Purpose
The Bachelor of Science in Education/Elementary Education is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers and includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet the requirements in any state in which the student desires to practice and to contact the applicable state educator licensing agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a * symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits
GEN 201 (A Track).................................................3 credits
Foundations for University Success
GEN 127 (B Track).................................................3 credits
University Studies for Success

Orientation, 0 total credits
EDU 300 ..............................................................0 credits
Orientation to Teacher Education

History and Foundations of Education, 6 total credits
EDU 301 ..............................................................3 credits
Foundations of Education
EDU 315 ..............................................................3 credits
Legal & Ethical Issues in Education

Educational Theories and Models, 6 total credits
EDU 311 ..............................................................3 credits
Models and Theories of Instruction
EDU 321 ..............................................................3 credits

Classroom Management

Human Development, 3 total credits
EDU 305 ..............................................................3 credits
Child Development

Assessment, 3 total credits
EED 400 ..............................................................3 credits
Assessment in Elementary Education

Reading, 9 total credits
RDG 350 ..............................................................3 credits
Children’s Literature
RDG 420 ..............................................................3 credits
Elementary Methods - Reading/Language Arts
RDG 415 ..............................................................3 credits
Diagnosis and Remediation of Reading Difficulties

Special Populations, 6 total credits
ESL 300 ..............................................................3 credits
Teaching English Language Learners
SPE 300 ..............................................................3 credits
Orientation to the Exceptional Child

Elementary Methods, 18 total credits
EED 416 ..............................................................3 credits
Elementary Methods - Mathematics
EED 420 ..............................................................3 credits
Elementary Methods - Science
EED 425 ..............................................................3 credits
Elementary Methods - Health/PE
EED 430 ..............................................................3 credits
Elementary Methods - Social Studies
EED 435 ..............................................................3 credits
Elementary Methods - Fine Arts
EED 444 ..............................................................3 credits
Elementary Methods - Integration of Hawaiian Studies

Student Teaching and Field Experience, 9 total credits
EDU 390 ..............................................................1 credit
Elementary Education Seminar
EED 498 ..............................................................4 credits
Elementary Student Teaching, Seminar I
EED 499 ..............................................................4 credits
Elementary Student Teaching, Seminar II

The University reserves the right to modify the required course of Study.

General Information for the BSED/E

- Students who have completed an associate degree or higher at a regionally or approved nationally accredited institution may complete a Pathway Diagnostic prior to enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).

- Students who have completed an associate degree or higher at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).

- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Additional Admission Requirements for the BSED/E

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- All students must complete the minimum number of credits required by their degree program.

- Demonstration of basic skills proficiency.

- Satisfactory completion and uploading of the Teacher Work Sample (TWS).

- Verification of fingerprint clearance.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the BSED/E

- Completion of a minimum of 120 credits that include the following distribution:
  - A minimum of 60 upper division credits in the Required Program Category Preferred Sequence.
  - A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  - A minimum grade point average (GPA) of 2.5.
  - Satisfactory completion and uploading of the Teacher Work Sample (TWS).
  - Satisfactory completion of any required internship, student teaching, practicum courses and/or alternative clinical practice.
  - Complete course within the sequence specified by course prerequisite requirements.
  - Meet state requirements as set forth by state of residency to receive state endorsement.
  - Completion of Field Experience Record (100 hours).
  - All students must complete the minimum number of credits required by their degree program.
  - The diploma awarded for this program will read as: Bachelor of Science in Education Elementary Education

Academic Progression Requirements for the BSED/E

Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs. Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147

With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:

- University of Phoenix coursework,
- Regionally or nationally accredited coursework (C- or higher grade),
- National Testing Programs, and
- ACE evaluated Military credits.

Accelerated Pathway (A Track) students who meet the following criteria may satisfy the HUM 115 requirement with transfer coursework.
• Students transferring to University of Phoenix with a regionally accredited Associate of Arts degree from a community college.
• Students transferring to University of Phoenix with an Associate's Degree from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.

Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

Satisfy University Proficiency Requirements

Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:
• Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
• Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits

Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.

Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:
• Verification of Elementary Education (Subtest I, II, and III)
• Verification of the completion of 100 hours of field experience

Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework certain program areas must be satisfied before students can progress to others.

All students must complete GEN 201 or GEN 127 as their first course at the University.

Students must complete all General Education requirements prior to completion of EDU 390.

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the BSED/E

• A candidate must earn a grade of "B" (Grades of "I" and "B-") are not accepted) or better in the following courses in order to student teach: EDU 390, EED 498, EED 499
• Candidates must earn a "B" or better in Elementary Student Teaching I & II in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching.

The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.

If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSED/E

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 30 credits from their required course of study on the basis of regionally accredited transferable coursework.

Upon the successful completion of the Child Development Associate (CDA) candidates transferring to UOPX may waive 12 credits using the following coursework in the BSED/E program. The options for credit application are based upon specific GE requirements for each state.

• 3 credits in social studies
• 9 credits in additional liberal arts or
electives
• 12 credits in social studies or
electives
• 12 credits in any combination of social studies, additional liberal arts or electives

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.

The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study.

Students must substitute other upper division coursework to sat-
isfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcribed from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: EDU 300, EDU 311, EDU 321, EDU 390, EED 416, EED 498, EED 499, GEN 127, GEN 201, RDG 415, SPE 300

General Education Requirements for the BSED/E

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

- English/Language Arts Requirement(s) 12 credits
  - Must include HUM 115
- B track must include ENG 147
- Mathematics Requirement(s) 12 credits
  - 6 credits must include MTH 213 and MTH 214
- Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher
- Physical/Biological Science Requirement(s) 6 credits
- Social Studies Requirement(s) 9 credits
  - 3 credits must include HIS 301 or HIS 110
  - 3 credits must include HIS 265
- Fine Arts Requirement(s) 3 credits
  - Art, music, drama or dance
- Humanities Requirement(s) 3 credits
- Additional Liberal Arts Requirement(s) 9 credits
  - All undergraduate students are required to complete the minimum general education credits required by their program version. Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer coursework to the mandatory General Education courses (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements. Students who lack 67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Field Experience for BSED/E

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the BSED/E

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Student teaching is the culminating experience of the Bachelor of Science in Education program. Students must complete prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience.
- Student teaching must occur in a K-8 self-contained classroom setting under the supervision of a certified teacher. This applies to self-contained settings only, not departmentalized settings.
- Candidates wishing to do their student teaching in a single subject in grades 6 - 8 must provide the following prior to Student Teaching I:
  - Transcripts documenting of a minimum of 24 semester credits in their content area
  - Passing scores on the state mandated content exam
  - Candidates must earn a "B" or better in Elementary Education Seminar. If a candidate receives less than a "B" (B- or lower, or an incomplete grade), they must repeat the course.
  - Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
  - Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these seminars.
  - Student teaching can only be repeated one time.
  - Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
  - Candidates that do not successfully complete the second student teaching program will be removed from the program and are not eligible for re-entry.
  - Candidates must student teach in a self-contained elementary setting. Candidates may not student teach in special education.
  - Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
  - Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
• Candidates must successfully pass the Elementary Education Seminar with a "B" or better.
• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the BSED/E

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the BSED/E

Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Candidates must pass their state-mandated professional knowledge exam.

Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Bachelor of Science in Liberal Studies (California)

The following Bachelor of Science in Liberal Studies (BSLS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Liberal Studies (BSLS) is an undergraduate liberal studies program that combines content and pedagogical preparation required for multiple subject credential candidates. Field experiences are integrated throughout the program, with a culminating student teaching experience. The program and field experiences are designed to emphasize mastery of state standards with ongoing assessment to measure candidate competency.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsls.

Program Purpose

The Bachelor of Science in Liberal Studies is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
EDU 300CA ~ ................................................................................................. 0 credits
Orientation to Teacher Education

Introductory Course, 3 total credits
GEN 201 (A Track) ....................................................................................... 3 credits
Foundations for University Success
GEN 127 (B Track) ....................................................................................... 3 credits
University Studies for Success

Foundations of Education, 3 total credits
EDU 301CA .................................................................................................. 3 credits
Foundations of Education

Education Models & Theories, 6 total credits
EDU 311CA ~ ................................................................................................ 3 credits
Models and Theories of Instruction
EDU 321CA .................................................................................................. 3 credits
Classroom Management

Human Development, 3 total credits
EDU 305CA ~ ................................................................................................ 3 credits
Child Development
• Students who have completed an associate degree or higher at a regionally or nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).

• Students who have not previously completed an associate degree or higher at a locally or nationally accredited institution must complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track) or standard pathway (B Track).

• Students who are admitted have met the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.

• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.

• Students who reside outside of the state of California are not eligible to apply.

• Students transferring to University of Phoenix on or after July 1, 2015, with a California completed Associate of Arts or Associate of Science transfer degree in Elementary or Early Childhood Education will be considered as satisfying a 60 credit block of courses within the program. To earn the Bachelor of Science in Liberal Studies degree, students must:

  • Successfully complete a minimum of 61 credits at University of Phoenix.
  • Meet all pre-requisite, proficiency, and/or state specific content requirements as outlined in the program policies.

Candidacy Status for the BSLS

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling. Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.

Level 2 Candidate Status is completed prior to the completion of 12 University of Phoenix credits from the Required Course of Study (Core) of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.

• Demonstration of basic skills proficiency (CBEST)

• Verification of Certificate of Clearance

• Must provide one of the following verifications prior to the completion of 12 semester credits in the program:
  • The candidate provides evidence of having passed the appropriate subject matter examination(s).
  • The candidate provides evidence of having attempted the appropriate subject matter examination(s).
  • The candidate provides evidence of registration for the next scheduled examination.
  • The candidate provides evidence of having completed a Commission approved subject matter preparation program.
  • The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

Additional Admission Requirements for the BSLS

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Applicants must be currently employed or have access to a work environment.

• Verification of negative TB test results

• A receipt of the Request for Certificate of Clearance or Verification of Certificate of Clearance or other approved Certificate of Clearance documents.

• A signed New Student Checklist:

• Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.

Reference: University of Phoenix, 2016-2017 COLLEGE OF EDUCATION (Online)
Degree Completion Requirements for the BSLS

- Completion of a minimum of 121 credits that include the following distribution:
  - A minimum of 43 upper division credits.
  - A minimum of 81 of the 121 credits must be in the general education areas approved by the University.
  - A minimum grade point average (GPA) of 2.5.
  - Satisfactory completion of CalTPA 1-4.
  - Satisfactory completion of student teaching.
  - Complete courses within the sequence specified by course prerequisite requirements.
  - Meet state requirements as set forth by state of residency to receive state endorsement.
  - Complete Field Experience Record (100 hours).
  - All students must complete the minimum number of credits required by their degree program.
  - The diploma awarded for this program will read as: Bachelor of Science in Liberal Studies

Academic Progression Requirements for the BSLS

Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs. Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.

With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:

- University of Phoenix coursework.
- Regionally or nationally accredited coursework (C- or higher grade).
- National Testing Programs, and
- ACE evaluated Military credits.

Accelerated Pathway (A Track) students who meet the following criteria may satisfy the HUM 115 requirement with transfer coursework:

- Students transferring to University of Phoenix with a regionally accredited Associate of Arts degree from a community college.
- Students transferring to University of Phoenix with an Associate’s Degree from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.

Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, OR HUM 115.

Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, OR HUM 115.

- Satisfy University Proficiency Requirements.
- Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:

- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement.
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits

- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:

- Verification of content knowledge mastery prior to student teaching (CSET content exam).
- Verification of Disposition Assessments (Self-Evaluation Dispositions Rubric & Personal Assessment Interview).
- Passing score on Teaching Performance Assessment CalTPA 1: Subject-Specific Pedagogy.
- Passing score on Teaching Performance Assessment CalTPA 2: Designing Instruction.
- Completion of all coursework prior to Student Teaching Seminar 1 & II with a 2.5 program GPA.
- Verification of completion of 100 hours of field experience.
- Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework certain program areas must be satisfied before students can progress to others.

- All students must complete GEN 201 or GEN 127 and BSLS/101CA as the first two courses at the University.
- BSLS students are not required to enroll in the First-Year Sequence.

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

A candidate must earn a grade of “B” (Grades of “I” and “B-” are not accepted) or better in the following courses in order to student teach: HUM 375CA, PHL 310CA

A candidate must earn a grade of “C” (Grades of “I” and “C-” are not accepted) or better in the following course: HIS 110CA
Minimum Grade Requirements for the BSLS

- A candidate must earn a grade of "B" (Grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: EED 498CA, EED 499CA
- Candidates must earn a "B" or better in Elementary Student Teaching I & II in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSLS

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

In order to be granted a waiver with credit for a course in the required course of study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Students may use a 2 semester credit Constitution course to satisfy the HIS 305CA or HIS 110CA constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213CA and MTH 214CA requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.

The following courses in the Required Course of Study may not be waived: EED 498CA, EED 499CA, GEN 127, GEN 201

General Education Requirements for the BSLS

A minimum of 81 of the 121 credits must be in the general education areas approved by the University.

BSLS Orientation, 0 credits
Must include: BSLS 101CA, Orientation to Liberal Studies in Education

English/Language Arts, 21 credits
Must include the following:
Must include HUM 115
B Track must include ENG 147
6 credits in Writing (RDG 201CA)
3 credits in Communication
3 credits in Linguistics
3 credits in American Literature
3 credits in Reading
Mathematics, 12 credits
Must include: MTH 213CA & MTH 214CA
Effective for Enrollment Agreements sign 6/1/2016 or later, must include
6 credits of quantitative reasoning or higher
Physical/Biological Science, 12 credits
Must include the following:
3 credits in Physics
3 credits in Biology
3 credits in Chemistry
3 credits in Earth Science
(must include two lab sciences)
Social Studies, 15 credits
Must include the following:
6 credits in World History
3 credits in CA History (HIS 305CA)
6 credits in U.S. History (HIS 110CA)
Fine Arts, 9 credits
Must include: ARTS 100CA, ARTS 230CA, and ARTS 340CA

Humanities, 6 credits
Must include: HUM 375CA and PHIL 310CA
Health/Physical Education, 6 credits
Must include the following:
3 credits in Health/PE (HPE 170CA)
3 credits in Human Nutrition

Coursework which was completed at an institution that offers associate degrees or higher, which was accredited, or a candidate for accreditation at the time the student attended, by a regional or approved national accrediting body, or a foreign institution recognized/authorized by the country’s Ministry of Education, will be reviewed for transfer into the University.

In order to satisfy RDG 201CA with transfer coursework, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework).

Coursework in which students earn a minimum grade of "C-" or grades of credit, pass or satisfactory will be accepted towards student's degree requirements.

The following courses may not be satisfied by transfer coursework or nontraditional credit (i.e. PLA, NTP, Military, ACE, etc.) and must be completed at University of Phoenix: HUM 375CA, PHL 310CA

All undergraduate students are required to complete the minimum general education credits required by their program version.

Students who lack .67 or fewer general education credits may use liberal arts credits to satisfy the balance in order to complete the minimum general education credits required for their program.

Field Experience for BSLS

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must be placed for field experience by the campus. A Certificate of Clearance and negative TB test is required prior to Field Experience placement.

Student Teaching for the BSLS

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

• Student teaching is the culminating experience of the Bachelor of Science in Liberal Studies program. Students must complete prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience.

• Students must complete placements in two elementary grade levels. Placement must occur in two of the following grade levels: K-2, 3-5, 6. One placement is seven weeks and the other placement is eight weeks. These must be in self-contained classroom settings in which the candidate teaches 6 of the 7 multiple subject areas to the same group of students.

• Candidates must earn a "B" or better in Student Teaching Seminar I and II. If a candidate receives less than a "B" (B- or lower, or an incomplete grade), they must repeat the course.

• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.

• Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these seminars.

• Student teaching can only be repeated one time.

• Candidates that do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.

• Candidates must student teach in a self-contained elementary setting. Candidates may not student teach in special education.

• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teaching Performance Assessment.

Re-entry for the BSLS

Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the BSLS

• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

• Candidates must provide verification of U.S. Constitution coursework (with a grade of "C" or better), or exam as required by the state certification agency.

• Candidates must provide proof of certification in cardio pulmonary resuscitation (CPR).

• Candidates must pass the RICA exam.

California Teaching Performance Assessment Policy

• Candidates must receive passing scores on TPA /001: Subject-Specific Pedagogy (course and assessment) and TPA /002: Designing Instruction (course and assessment) prior to beginning their student teaching experience. Verification of scores is maintained by the campus Credential Analyst.
• Candidates may attempt the Teaching Performance Assessment (TPA) 1: Subject-Specific Pedagogy and Teaching Performance Assessment 2: Designing Instruction a total of three times each. Candidates are required to retake TPA/001 or TPA/002 courses if they have failed the corresponding assessment two times. This retake must be completed prior to the third attempt.
• Teaching Performance Assessment 3: Assessing Learning and Teaching Performance Assessment 4: Culminating Teaching Experience are completed during the student teaching experience. These assessments can only be attempted two times each.
• Candidates must earn a score of 3 or 4 on each Teaching Performance Assessment to be considered passing. Scores of 1 or 2 are not considering passing scores.
• Candidates who are unable to pass any assessment after the allotted number of attempts are permanently removed from the program.
• Students who transfer into the BSLS program and have documentation of passing TPA 1: Subject-specific Pedagogy and/or TPA 2: Designing Instruction while attending another university are not required to complete the corresponding preparation courses TPA 001 - Subject-specific Pedagogy and/or TPA 002 - Designing Instruction. Students should submit a course waiver request to apply the TPA 1 and/or TPA 2 assessments to the TPA 001 and/or TPA 002 courses at University of Phoenix.

Bachelor of Science in Education/Elementary Education (Education Pathway Partnership)

The following Bachelor of Science in Education/Elementary Education (BSED/E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The BSED/E-EPP is an undergraduate degree program preparing candidates for teacher licensure. The BSED/E-EPP program is intended to afford candidates the opportunity to develop the skills and knowledge that will allow them to become competent and effective educators. This program focuses on improving elementary student learning through coursework that focuses on instructional strategies, assessment, and the integration of instructional technology. Throughout the program, students are required to complete verified field experiences covering a variety of developmental levels. The focus of each field experience will relate to specific course content. Student teaching is an integral component of the program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty supervisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-e.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
• Students will be able to evaluate effective professional practice in elementary education.
• Students will be able to apply professional ethics to their instructional practices in elementary education.
• Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
• Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections for the BSED/E
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits
GEN 200 ............................................................... 3 credits
Foundations for General Education and Professional Success

Orientation, 0 total credits
EDU 340 ............................................................... 0 credits
Orientation to Teacher Education

Foundations, 3 total credits
SPE 350 ~ ........................................................... 3 credits
Foundations of Response to Intervention (RTI)

Instructional Design/Curriculum and Instruction, 12 total credits
CUR 506 ~ ........................................................... 3 credits
Theories and Best Practices of Curriculum and Instruction
CUR 545 ~ ........................................................... 3 credits
Using Technology for Teaching and Learning
CUR 515 ~ ........................................................... 3 credits
Critical Thinking and Innovative Skills

Students must select complete 3 elective credits from the following:
EDU 430 ~ ........................................................... 3 credits
Implementing the Common Core in Mathematics
EDU 430 ~ ........................................................... 3 credits
Implementing the Common Core in English/Language Arts
EDU 440 ~ ........................................................... 3 credits
Implementing the Common Core in Mathematics
EDU 450 ~ ........................................................... 3 credits
Strategies and Innovation in STEM

Assessment, 3 total credits
EED 400 ~ ........................................................... 3 credits
Assessment in Elementary Education

Elementary Methods, 6 total credits
EED 425 ~ ........................................................... 3 credits
Elementary Methods - Health/PE
Completion of a minimum of 120 credits that include the Degree Requirements for the BSED/E

Demonstration of basic skills proficiency

Applicants must be currently employed or have access to a work environment.

Successful completion of MCCD Education Pathway program

Additional Admission Requirements for the BSED/E

Student Teaching and Field Experience, 8 total credits

Legal and Ethical, 3 total credits

EDU 315 ~ ................................................................. 3 credits
Legal & Ethical Issues in Education

EDU 498 ~ ................................................................. 4 credits
Elementary Student Teaching, Seminar I

EDU 499 ~ ................................................................. 4 credits
Elementary Student Teaching, Seminar II

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSED/E

All applicants are expected to meet the following admissions requirements:

• Successful completion of MCCD Education Pathway program requirements
• Applicants must be currently employed or have access to a work environment.
• Verification of fingerprint clearance
• Demonstration of basic skills proficiency
• Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet the English language proficiency requirement for admission.

Degree Requirements for the BSED/E

• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Education Preparation Coursework - 37 credits
  • Required Course of Study - 38 credits
  • A minimum of 82 of the 120 credits must be in transfer from MCCD Education Pathway Program.
  • A minimum of 38 upper division credits in the Required Program Category Preferred Sequence.
  • A minimum grade point average (GPA) of 2.5.
  • Satisfactory completion and uploading of the Teacher Work Sample (TWS).
  • Satisfactory completion of any required internship, student teaching, practicum courses and/or alternative clinical practice.
  • Complete course within the sequence specified by course prerequisite requirements.
  • Complete Field Experience Record (30-40 hours).
  • All students must complete the minimum number of credits required by their degree program.
  • The diploma awarded for this program will read as: Bachelor of Science in Education Elementary Education

Academic Progression Requirements for the BSED/E

Satisfy University Proficiency Requirements

Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:

• Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement

• Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits

Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.

Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:

• Passing scores on the designated state content knowledge exam.
• Verification of immunization or TB test results (district specific)
• Verification of the completion of 30-40 hours of field experience

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the BSED/E

• A candidate must earn a grade of "B" or better in the following courses in order to student teach: EED 498, EED 499. Grades of "I" and "B-" are not accepted. Students who fail to receive a minimum grade of "B" in any of the following courses will be scholastically disqualified from the University.

• Candidates must earn a "B" or better in Elementary Student Teaching I & II in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.

• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSED/E

Students must meet the established University residency requirements for degree conferral. The University requires that 38 credits must be completed at University of Phoenix.

Students in this program may not waive any credits from the required course of study

General Education Requirements for the BSED/E

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

English/Language Arts Requirement(s) 12 credits
Mathematics Requirement(s) 12 credits
Physical/Biological Science Requirement(s) 6 credits
Social Studies Requirement(s) 9 credits
Fine Arts Requirement(s) 3 credits
Humanities Requirement(s) 3 credits

Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer
 coursework to the mandatory General Education courses (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.

**Field Experience for BSED/E**

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 30-40 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

**Student Teaching for the BSED/E**

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Student teaching is the culminating experience of the Bachelor of Science in Education program. Students must complete prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience.
- Student teaching must occur in a 1-8 self-contained classroom setting under the supervision of a certified teacher. This applies to self-contained settings only, not departmentalized settings.
- Candidates wishing to do their student teaching in a single subject in grades 6 - 8 must provide the following prior to Student Teaching I:
  - Transcripts documenting a minimum of 24 semester credits in their content area
  - Passing scores on the state mandated content exam
- Candidates must earn a "B" or better in Elementary Education Seminar. If a candidate receives less than a "B" (B- or lower, or an incomplete grade), they must repeat the course.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these seminars.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates that do not successfully complete the second student teaching program will be removed from the program and not eligible for re-entry.
- Candidates must student teach in a self-contained elementary setting. Candidates may not student teach in special education.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

**Out of state Student Teaching for the BSED/E**

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

- Candidates must successfully pass the Elementary Education Seminar with a "B" or better.
- Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
- Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

**Re-entry for the BSED/E**

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

**Institutional Recommendation for the BSED/E**

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated professional knowledge exam.
- Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.
Bachelor of Science in Education/Early Childhood Education

The following Bachelor of Science in Education/Early Childhood Education (BSED/ECH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Education (BSED) with a specialization in Early Childhood Education is an undergraduate degree program preparing candidates for teacher licensure in the field of early childhood (birth to age eight/grade 3). The curriculum is aligned with the Interstate Teaching Assessment and Support Consortium’s (InTASC) model core teaching standards and the National Association for the Education of Young Children (NAEYC) standards. The curriculum includes common core standards, child development and learning, building family and community relations, cultural diversity, assessment to support young children and families, strong content knowledge to build developmentally appropriate and meaningful curriculum and experiences, and professionalism and ethics of educators. Throughout the program, students are required to complete verified field experiences and student teaching.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-ech.

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

Program Purpose
The Bachelor of Science in Education/Early Childhood is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to work with children from pre-K through grade 3 or age 8 as a licensed early childhood educator. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the early childhood classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in early childhood education.
- Students will be able to apply professional ethics to their instructional practices in early childhood education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse early childhood populations.
- Students will be able to create innovative strategies and incorporate developmentally appropriate technology in an early childhood setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits
GEN 201 (A Track).................................................................3 credits
Foundations for University Success
GEN 127 (B Track).................................................................3 credits
University Studies for Success

Orientation, 0 total credits
ECH 300 ~ .................................................................................0 credits
Orientation to Early Childhood Education

History and Foundations of Education, 9 total credits
ECH 301 ~ ..................................................................................3 credits
Foundations of Early Childhood Education
EDU 215 ~ ..................................................................................3 credits
Ethics and Social Responsibility in Education
ECH 418 ~ ..................................................................................3 credits
Community and Family Engagement

Educational Theories and Models, 6 total credits
ECH 211 ~ ..................................................................................3 credits
Instructional Strategies for Early Childhood Education
ECH 321 ~ ..................................................................................3 credits
Developmentally Effective Learning Environments

Human Development, 3 total credits
ECH 205 ~ ..................................................................................3 credits
Early Childhood Growth and Development
Assessment, 3 total credits
ECH 400 ~ ..................................................................................3 credits
Assessment and Evaluation in Early Childhood

Reading, 6 total credits
RDG 351 ~ ..................................................................................3 credits
Early Childhood Literacy Development
RDG 416 ~ ..................................................................................3 credits
Methods of Teaching in Early Childhood Language and Literacy
Special Populations, 9 total credits
- SEI 300 - 3 credits
- Structured English Immersion
- SEI 301 - 3 credits
- Advanced Structured English Immersion Methods
- ECH 302 - 3 credits

Exceptionalities of the Young Child

Early Childhood Methods, 12 total credits
- ECH 416 - 3 credits
- Methods of Teaching in Early Childhood: Math
- ECH 420 - 3 credits
- Methods of Teaching in Early Childhood: Science
- ECH 430 - 3 credits
- Methods of Teaching in Early Childhood: Social Studies
- ECH 435 - 3 credits
- Methods of Teaching in Early Childhood: Arts & Music

Student Teaching and Field Experience, 9 total credits
- ECH 390 - 1 credit
- Early Childhood Student Teaching Seminar
- ECH 498 - 4 credits
- Early Childhood Student Teaching (Birth-Preschool)
- ECH 499 - 4 credits
- Early Childhood Student Teaching (K through Age 8/Grade 3)
- Georgia and Illinois students will take EED 496 in place of ECH 498 and ECH 499
- EED 496 - 8 credits
- Student Teaching

The University reserves the right to modify the required course of study.

General Information for the BSED/ECH
- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who have not previously completed an associate degree at a regionally or approved nationally accredited institution must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who have completed an associate degree at a regionally or nationally accredited institution are not required to complete the Pathway Diagnostic and will be placed in the Accelerated Pathway (A Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway

Additional Admission Requirements for the BSED/ECH
All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school attended and date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed or have access to a work environment.

Candidacy Status for the BSED/ECH
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 Required Course of Study (Core) credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student's eXp file.
  - Demonstration of basic skills proficiency
    - Students who reside in a state that does not have a basic skills exam have three options for completing this requirement.
    - Students must pass the Praxis I exam at the cut score determined by the College of Education.
    - Writing 169
    - Math 170
- Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.
  - Essential Academic Skills Subtest I: Reading - 220
  - Essential Academic Skills Subtest II: Writing - 220
  - Essential Academic Skills Subtest III: Mathematics - 220
  - Essential Academic Skills Subtest IV: Technology Literacy - 220
- Core Academic Skills for Educators (Core)
  - Core Academic Skills for Educators: Reading 156
  - Core Academic Skills for Educators: Writing - 162
  - Core Academic Skills for Educators: Mathematics - 150
- Verification of fingerprint clearance

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the BSED/ECH
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 57 credits
  - Required Course of Study - 60 credits
  - Electives - 3 credits
• A minimum of 48 upper division credits.
• A minimum grade point average (GPA) of 2.5.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS).
• Satisfactory completion of any required student teaching and/or alternative clinical practice.
• Meet state requirements as set forth by state of residency to receive state endorsement.
• Completion of Field Experience Record (100 hours).
• The diploma awarded for this program will read as: Bachelor of Science in Education Early Childhood Education
• Students who have graduated from any BS Early Childhood Education program leading to initial teacher certification are not eligible for admission to any MAED/TED programs.

**Academic Progression Requirements for the BSED/ECH**

Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs. Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147.

With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:

- University of Phoenix coursework,
- Regionally or nationally accredited coursework (C- or higher grade),
- University of Phoenix Prior Learning Assessment, (30 credit limit on experiential learning; 30 credit limit on professional training),
- National Testing Programs, and
- ACE evaluated Military credits.

Accelerated Pathway (A Track) students who meet the following criteria may satisfy the HUM 115 requirement with transfer coursework:

- Students transferring to UoPX with a regionally accredited Associate of Arts degree from a community college.
- Students transferring to UoPX with an Associate’s Degree from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course

Concurrent enrollment is prohibited during any of the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.

Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.

Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.

Students who have successfully completed an approved entry point course in a degree program and are re-enrollment executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

**Satisfy University Proficiency Requirements**

Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:

- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits

Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.

Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.

Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.

Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:

- Passing scores on the designated state content knowledge exam.
- Verification of immunization or TB test results (district specific)
- Verification of the completion of 100 hours of field experience

Candidates residing in the state of Idaho must provide verification of the completion of twenty (20) required semester credits in one of the endorsement areas below prior to student teaching.

- Social Studies (This may include areas such as American Government, Political Science, Economics, Geography, History, Psychology, Sociology, and Sociology / Anthropology).
- English/Language Arts (This may include areas such as Communication, English, English as a New Language, Journalism, Literacy, Writing and Foreign Language).
- Mathematics (This may include areas such as Mathematics, Geometry, Linear Algebra, Discrete Mathematics, Probability and Statistics, Trigonometry, and Calculus).
- Science (This may include areas such as Biological Science, Chemistry, Earth Science, Geology, Natural Science, and Physical Science).

Students must complete all General Education requirements prior to completion of ECH 390.

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.
Minimum Grade Requirements for the BSED/ECH

- A candidate must earn a grade of "B" or better in the following courses in order to progress in future coursework. Grades of "I" and "B-" are not accepted. Students who do not receive a B- or better will be placed on Scholastic Disqualification and will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan: ECH 390, ECH 498, ECH 499

- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSED/ECH

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

- Students in this program may waive a maximum of 30 credits from their required course of study on the basis of regionally accredited transferable coursework.

- Upon the successful completion of the Child Development Associate (CDA) candidates transferring to University of Phoenix may waive 21 credits using the following coursework in the BSED/ECH program:
  - 3 credits in social studies
  - 9 credits in additional liberal arts
  - ECH 301: Foundations of Early Childhood (3 credits)
  - ECH 205: Growth and Development (3 credits)
  - ECH 321: Developmentally Effective Learning Environments (3 credits)

- Arizona residents may waive SEI 300 and/or SEI 301 with an Arizona Department of Education approved SEI course (institution of higher education or approved district workshop) OR verification of one of the following endorsements:
  - Arizona Provisional SEI Endorsement (SEI/300)
  - Arizona Full SEI Endorsement (SEI/300 and SEI/301)
  - Arizona English as a Second Language Endorsement
  - Arizona Bilingual Endorsement

- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements.

  - The course must have been completed and transcripted from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
  - The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
  - The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

- The following courses in the Required Course of Study may not be waived: ECH 211, ECH 300, ECH 302, ECH 321, ECH 390, ECH 416, ECH 498, ECH 499, RDG 416. Georgia and Illinois students only: ECH 211, ECH 300, ECH 302, ECH 321, ECH 390, ECH 416, RDG 416, EED 496.

General Education Requirements for the BSED/ECH

A minimum of 57 of the 120 credits must be in the general education areas approved by the University.

English/Language Arts Requirement(s) 12 credits

- Must include: HUM 115

B Track must include: ENG 147

Mathematics Requirement(s) 12 credits

- 6 credits must include MTH 213 and MTH 214

Effective for Enrollment Agreements sign 6/1/2016 or later, must include

- 6 credits of quantitative reasoning or higher

Physical/Biological Science Requirement(s) 6 credits

- Social Studies Requirement(s) 9 credits

- 3 credits must include ETH 120

- 3 credits must include HIS 301 or HIS 110

Fine Arts Requirement(s) 6 credits

- Art, music, drama or dance

Humanities Requirement(s) 3 credits

- Additional Liberal Arts Requirement(s) 9 credits

All undergraduate students are required to complete the minimum general education credits required by their program version.

Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer coursework to the mandatory General Education courses (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.

Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.
Field Experience for BSED/ECH
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the BSED/ECH
Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Student teaching is the culminating experience of the Bachelor of Science in Early Childhood program. Students must complete prerequisites leading up to Student Teaching prior to beginning the student teaching experience.
- Candidates must earn a “B” or better in Early Childhood Education Seminar. If a candidate receives less than a “B” (B- or lower, or an incomplete grade), they must repeat the course.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Candidates must be enrolled in Early Childhood Student Teaching courses during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these courses.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates that do not successfully complete the second student teaching program will be removed from the program and are not eligible for re-entry.
- Candidates must student teach in a self-contained early childhood setting. Candidates may not student teach in special education.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.
- Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
- Candidates must successfully pass the Early Childhood Seminar with a “B” or better.
- Candidates must enroll in the remaining Student Teaching courses online while completing their student teaching experience.
- Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the BSED/ECH
- Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.
- Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the BSED/ECH
- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated professional knowledge exam.
- Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.
Bachelor of Science in Education/Educational Studies

The following Bachelor of Science in Education/Educational Studies (BSED/ES) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Education/Educational Studies (BSED/ES) degree is a non-teaching degree designed to facilitate the development of professional knowledge, skills and understanding of the teaching and learning process. The program provides students with information across a variety of education topics with an emphasis in the field of education. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-es.

Program Purpose

The Bachelor of Science in Education/Educational Studies is an undergraduate degree program intended for students who have completed all coursework from a UOPX initial licensure program with the exception of both student teaching courses. The program does not prepare students for any type of professional certification or state licensure as a teacher. It is only intended as a degree completion option.

BSED/ES Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Students must choose 3 courses from the following list:

AET 500 ........................................................................... 3 credits
Foundations of Adult Learning Theory

AET 508 ........................................................................... 3 credits
Community-Based Education

AET 552 ........................................................................... 3 credits
Marketing Adult Education

AET 560 ........................................................................... 3 credits
Facilitating Change

AET 562 ........................................................................... 3 credits
Social Media for Professional Learning

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSED/ES

Applicants are expected to meet all admissions requirements:

• Applicants enrolling in this program must have met all admission requirements from their University of Phoenix previous pre-licensure program.

• All versions of the following University of Phoenix previous pre-licensure programs eligible for admission to the BSED/ES:
  - BSED/E
  - BSED/E-MTH
  - BSED/E-SOC
  - BSED/E-SCI

• Applicants to this program must have completed all coursework from their University of Phoenix previous pre-licensure program with the exception of both Student Teaching courses.

• Students will be eligible for admission to the BSED/ES program provided that the Enrollment Agreement sign date for the previous pre-licensure program is no more than nine and a half (9.5) years in the past. Applicants must be able to complete all requirements of the degree within 10 years of the Enrollment Agreement sign date of the previous pre-licensure program.

• Continuously enrolled students completing a program change from a pre-licensure program to the BSED/ES program only need to submit an Enrollment Agreement and will not be required to complete a new admissions application.

Degree Completion Requirements for the BSED/ES

• Completion of a minimum of 121 credits.

• Completion of three (3) BSED/ES Elective courses in addition to all completed coursework from the previous pre-licensure program, with the exception of student teaching.

• A minimum grade point average (GPA) of 2.5.

• BSED/ES graduates will not be permitted to return to complete student teaching and receive a degree in any previous pre-licensure program at the University. In addition students will not be permitted to enter a new Bachelor or Master level pre-licensure program.

• The diploma awarded for this program will read as: Bachelor of Science in Education Educational Studies

Residency Requirements and Course Waivers for the BSED/ES

Students must meet the established University residency requirement for degree conferral. The University requires that all nine (9) elective credits must be completed at University of Phoenix in order to meet residency.

Re-entry for the BSED/ES

Students who have been out of attendance for more than one year must complete an Enrollment Agreement for the BSED/ES program and will be eligible for re-entry into the program provided that they are able to complete all requirements of the degree within 10 years of the Enrollment Agreement sign date of the previous pre-licensure program.

Bachelor of Science in Education/Elementary Education (Florida)

The following Bachelor of Science in Education/Elementary Education (BSED/E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bachelor of Science in Education/Elementary Education (BSED-E) is an undergraduate degree program preparing candidates for teacher licensure. The guiding philosophy of the BSED/E program is to provide students with the skills and knowledge that will allow them to become competent and effective educators. This program focuses on elementary student learning by developing the skills of
the educator responsible for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/bsed-e.

Program Purpose

The Bachelor of Science in Education/Elementary Education is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers and includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to work as a teacher with any local, state or federal entity.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits

GEN 201 (A TRACK) ......................................................... 3 credits
Gen Foundations for University Success
GEN 127 (B TRACK) ......................................................... 3 credits
University Studies for Success
Orientation, 0 total credits
EDU 300 .......................................................... 0 credits
Orientation to Teacher Education

History and Foundations of Education, 6 total credits

EDU 301 ~ ......................................................... 3 credits
Foundations of Education
EDU 315 ~ ......................................................... 3 credits
Legal & Ethical Issues in Education

Educational Theories and Models, 6 total credits

EDU 311 ~ ......................................................... 3 credits
Models and Theories of Instruction
EDU 321 .......................................................... 3 credits
Classroom Management

Human Development, 3 total credits

EDU 305 ~ ......................................................... 3 credits
Child Development
Assessment, 3 total credits
EDU 400 .......................................................... 3 credits

Assessment in Elementary Education

Reading, 9 total credits
RDG 350 .......................................................... 3 credits
Children’s Literature
RDG 420 ~ ......................................................... 3 credits
Elementary Methods - Reading/Language Arts
RDG 415 ~ ......................................................... 3 credits
Diagnosis and Remediation of Reading Difficulties

Special Populations, 9 total credits
SEI 300 .......................................................... 3 credits
Structured English Immersion
SEI 301 ~ ......................................................... 3 credits
Advanced Structured English Immersion Methods
SPE 300 .......................................................... 3 credits
Orientation to the Exceptional Child

Elementary Methods, 15 total credits

EED 416 ~ ......................................................... 3 credits
Elementary Methods - Mathematics
EED 420 ~ ......................................................... 3 credits
Elementary Methods - Science
EED 425 ~ ......................................................... 3 credits
Elementary Methods - Health/PE
EED 430 ~ ......................................................... 3 credits
Elementary Methods - Social Studies
EED 435 ~ ......................................................... 3 credits
Elementary Methods - Fine Arts

Student Teaching and Field Experience, 9 total credits

EDU 390 ~ ......................................................... 1 credit
Elementary Education Seminar
EED 498 ~ ......................................................... 4 credits
Elementary Student Teaching, Seminar I
EED 499 ~ ......................................................... 4 credits
Elementary Student Teaching, Seminar II

The University reserves the right to modify the required course of study.

General Information for the BSED/E

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants must complete a Pathway Diagnostic before enrolling into their first credit-bearing course. The results of the diagnostic will determine placement in the Accelerated Pathway (A Track) or standard pathway (B Track).
- Students who are placed in the Accelerated Pathway may choose to pursue the standard pathway without appeal, but must complete the standard pathway in its entirety upon the change. Students who are placed in the standard pathway must appeal to pursue the Accelerated Pathway.
• Any student planning to complete an associate of arts degree prior to enrolling in a bachelor degree must complete all required credits of the associates degree and meet admission requirements for their chosen bachelor degree before enrolling in any University bachelor degree programs.

Additional Admission Requirements for the BSED/E
All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Applicants must be currently employed or have access to a work environment.

Candidacy Status for the BSED/E
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
• Level 2 Candidate Status is completed prior to the completion of 12 Required Course of Study (Core) credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  • Demonstration of basic skills proficiency
  Students who reside in a state that does not have a basic skills exam have three options for completing this requirement.
  Students must pass the Praxis I exam at the cut score determined by the College of Education.
  * Reading 169
  * Writing 172
  * Math 170

Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.
  * Essential Academic Skills Subtest I: Reading - 220
  * Essential Academic Skills Subtest II: Writing - 220
  * Essential Academic Skills Subtest III: Mathematics - 220
  * Essential Academic Skills Subtest IV: Technology Literacy - 220

Core Academic Skills for Educators (Core)
  * Core Academic Skills for Educators: Reading 156
  * Core Academic Skills for Educators: Writing - 162
  * Core Academic Skills for Educators: Mathematics - 150

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the BSED/E
• Completion of a minimum of 120 credits that include the following distribution:

  • A minimum of 60 upper division credits in the Required Program Category Preferred Sequence.
  • A minimum of 54 of the 120 credits must be in the general education areas approved by the University.
  • A minimum grade point average (GPA) of 2.5.
  • Satisfactory completion and uploading of the Teacher Work Sample (TWS).
  • Satisfactory completion of any required internship, student teaching, practicum courses and/or alternative clinical practice.
  • Complete course within the sequence specified by course prerequisite requirements.
  • Meet state requirements as set forth by state of residency to receive state endorsement.
  • Completion of Field Experience Record (100 hours).
  • All students must complete the minimum number of credits required by their degree program.
  • The diploma awarded for this program will read as: Bachelor of Science in Education Elementary Education

Academic Progression Requirements for the BSED/E
• Students placed in the Accelerated Pathway (A Track) are required to successfully complete GEN 201 followed by HUM 115 prior to proceeding into additional coursework in their programs.
• Standard pathway (B Track) students must satisfy all three (3) courses from the standard pathway prior to enrolling in any other course: GEN 127, HUM 115, ENG 147
• With the exception of ENG 147, GEN 127, GEN 201, and HUM 115, General Education and Elective course requirements may be satisfied by any of the following means:
  • University of Phoenix coursework,
  • Regionally or nationally accredited coursework (C- or higher grade),
  • National Testing Programs, and
  • ACE evaluated Military credits.
• Accelerated Pathway (A Track) students who meet the following criteria may satisfy the HUM 115 requirement with transfer coursework:
  • Students transferring to UoPX with a regionally accredited Associate of Arts degree from a community college.
  • Students transferring to UoPX with an Associate’s Degree from an articulated institution where the Program Transfer Guide requirements do not mandate completion of a critical thinking course.
• Concurrent enrollment is prohibited during the following courses: GEN 201, GEN 127, ENG 147, or HUM 115.
• Accelerated Pathway (A Track) students may not enroll in GEN 127 or ENG 147 to satisfy programmatic prerequisites, general education or elective requirements.
• Continuously enrolled students in an approved entry point course should not execute a program or version change until completion of the entry point course to determine if the pathway diagnostic is required based on the outcome of the course.
Students who have successfully completed an approved entry point course in a degree program and are re-entry or executing a program change will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track).

Students who previously completed an approved entry point course and choose to transition to the standard pathway (B Track) are not required to take GEN 127.

Students may not complete any of the following courses via Directed Study: GEN 201, GEN 127, ENG 147, or HUM 115.

Satisfy University Proficiency Requirements
Undergraduate students must satisfy math and English proficiencies as a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:
- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Completed within ten years of enrollment
  - Grade of C- or better (or academic equivalent)
  - At least 2.67 semester credits
  - Eligible to receive general education credits
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
- Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
- Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
- Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:
  - Verification of Elementary Education (Subtest I, II, and III)
  - Verification of Immunization or TB test results (district specific)
  - Verification of the completion of 100 hours of field experience
- Many courses in the Required Course of Study build on or reinforce each other. To ensure that students have the requisite skills for specific coursework certain program areas must be satisfied before students can progress to others.
  - All students must complete GEN 201 or GEN 127 as their first course at the University.
  - Students must complete all General Education requirements prior to completion of EDU 390. Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the BSED/E
A candidate must earn a grade of “B” (grades of “I” and “B-” are not accepted) or better in the following courses in order to student teach: EDU 390, EED 498, EED 499

Candidates must earn a “B” or better in Elementary Student Teaching I & II in order to complete this program. Candidates who do not earn a “B” or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.

If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the BSED/E
Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 30 credits from their required course of study on the basis of regionally accredited transferable coursework.

Upon the successful completion of the Child Development Associate (CDA) candidates transferring to University of Phoenix may waive 12 credits using the following coursework in the BSED/E program. The options for credit application are based upon specific GE requirements for each state.

* 3 credits in social studies
* 9 credits in additional liberal arts
OR
* 12 credits in social studies
OR
* 12 credits in any combination of social studies, additional liberal arts or electives

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed and transcribed from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
• The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
• The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: EDU 300, EDU 311, EDU 321, EDU 390, EED 416, EED 498, EED 499, GEN 127, GEN 201, RDC 415, SPE 300

General Education Requirements for the BSED/E
A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

English/Language Arts Requirement(s) 12 credits
Must include: HJLM 115
B track must include ENG 147

Mathematics Requirement(s) 12 credits
6 credits must include MTH 213 and MTH 214
Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher

Physical/Biological Science Requirement(s) 6 credits

Social Studies Requirement(s) 9 credits
3 credits must include HIS 301 or HIS 110

Fine Arts Requirement(s) 3 credits
Art, music, drama or dance

Humanities Requirement(s) 3 credits

Additional Liberal Arts Requirement(s) 9 credits

All undergraduate students are required to complete the minimum general education credits required by their program version.

Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer articulation agreements. Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer articulation agreements. Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer articulation agreements. Unless otherwise noted, no timeframe or minimum grade (other than a passing grade) is required when applying UOPX or transfer articulation agreements.

Field Experience for BSED/E
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the BSED/E
Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

• Student teaching is the culminating experience of the Bachelor of Science in Education program. Students must complete prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience.
• Student teaching must occur in a K-8 self-contained classroom setting under the supervision of a certified teacher. This applies to self-contained settings only, not departmentalized settings.
• Candidates wishing to do their student teaching in a single subject in grades 6 - 8 must provide the following prior to Student Teaching I:
  • Transcripts documenting of a minimum of 24 semester credits in their content area
  • Passing scores on the state mandated content exam
  • Candidates must earn a "B" or better in Elementary Education Seminar. If a candidate receives less than a "B" (B- or lower, or an incomplete grade), they must repeat the course.
  • Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
• Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. If a candidate chooses to postpone student teaching they must postpone their enrollment in these seminars.
  • Student teaching can only be repeated one time.
  • Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates that do not successfully complete the second student teaching program will be removed from the program and are not eligible for re-entry.
• Candidates must student teach in a self-contained elementary setting. Candidates may not student teach in special education.
• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
• Candidates must successfully pass the Elementary Education Seminar with a "B" or better.
• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the BSED/E
Re-entry students who have successfully completed an approved entry point course in a degree program will not be required to complete the pathway diagnostic and will be placed in the Accelerated Pathway (A Track). They will not be required to enroll in the standard pathway (B Track) courses.
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the BSED/E
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and be degree conferred. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.
Graduate Programs

Admission Procedures

Application Process

Students seeking admission to the University’s graduate programs in business, management, information systems, nursing, counseling, or education begin the admission process by submitting a complete and accurate application. An application which is later verified to contain incomplete, false or misleading information may result in dismissal and administrative withdrawal. Once the application has been received by the University, applicants are responsible for ensuring the completion of their admission file. No applicant will be formally accepted for admission until their admission file is complete and officially evaluated. Formal written notice is provided by the central Office of Admissions & Evaluation upon formal acceptance.

The University will advise students which admission file documents are required in order to begin a program of study. Students may attend their first four courses under Registered status. Students, however, must submit all admission documentation and gain unconditional admission status prior to the start of their fifth course. Students failing to submit all documentation prior to the end of the required time frame will be administratively withdrawn until formally admitted by the central Office of Admissions & Evaluation. The University cannot guarantee that a student who begins coursework under Registered status will be admitted to the degree program.

Applications of individuals who have not gained admission or enrolled in the University will be kept on file for one year. After that time, the applicant is required to submit a new application and material. A second application fee (if applicable) is not required.

Transcript Requests of Other Institutions

Because institutions vary in the time they take to respond to transcript requests, all transcripts should be requested immediately upon submission of an application and application fee (if applicable). University staff will process all requests for transcripts on the University's behalf, and all transcripts will be submitted to the University. The student must sign a "Transcript Request Form" for each transcript being requested from educational institutions. The University's application fee (if applicable) covers the student's expense for requesting official transcripts.

General International Admissions Information

Graduate applicants relying on educational credentials from an institution outside of the United States to meet admission requirements may enroll in University of Phoenix courses prior to the student being officially admitted only if they meet all the following requirements:

- If residing in the United States, have an appropriate immigrant or nonimmigrant status which does not prohibit educational studies

- Graduate applicants must have a professional evaluation report (or pre-eval completed by the Office of Admissions and Records from a country that the Office of Admissions & Records evaluates in-house) indicating that the student has the appropriate academic background to meet the admission requirements, and

- All other program specific admission requirements must be met. An applicant who has earned an undergraduate degree in another country and has earned a Master’s degree from a regionally accredited or approved nationally accredited institution is eligible to enroll in the University at the graduate level provided all program specific policies have been met by the previous credential earned without requiring an evaluation of the previous international credentials.

Undergraduate applicants relying on educational credentials from an institution outside of the United States may enroll in University of Phoenix courses upon the completion of their admission application and enrollment agreement provided that they meet all admission requirements for their selected program.

For applicants with academic records from colleges or universities earned outside of the United States, the University will accept copies of academic records issued from international institutions to conduct a pre-evaluation to determine comparability of previous academic studies for unofficial placement and advisement purposes.

For official admission and transfer credit evaluation purposes previous academic credentials earned outside of the United States must meet the University’s verification standards prior to an official admission or transfer credit decision being rendered. Verification of previous academic credentials earned outside of the United States can be satisfied by the following methods:

- Receipt and verification of official academic credentials issued directly to University of Phoenix by the student’s previous institution, or

- Receipt and verification of official academic credentials held in possession of the student as the official record of academic studies conducted in the student’s specific country, or

- Receipt and verification of official correspondence issued directly to University of Phoenix by the student’s previous institution indicating copies of academic credentials and/or level study is valid, or

- Receipt of an official professional evaluation issued directly from a professional evaluation agency that is approved to satisfy verification requirements as indicated by the Office of Admission and Records.

For applicants with academic records from colleges or universities earned outside of the United States from a regionally accredited or approved nationally accredited institution, academic credentials will be subject to the same policies as credentials issued from a domestic institution.

Secondary completion credentials earned outside of the United States are considered comparable to United States secondary completion credentials and do not need to be validated unless required by the student’s state or jurisdiction.

Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official
language, must meet the English language proficiency requirement for admission. Specific English language proficiency policies will be listed in the admission requirements section for each program.

If documents are issued to University of Phoenix in a language other than English, the student will be required to obtain an official translation and submit it to University of Phoenix. Translations must be completed/verified by an official translation service, a foreign language department of an accredited college or university, the country's embassy/consulate or by the Office of Admission and Records at University of Phoenix if translation services are provided for that specific language.

The University is authorized under Federal law to enroll nonimmigrant students. University of Phoenix only issues Forms I-20/A-B to Border Commuters and approved doctoral learners during their residency in the United States. Form I-20/A-B is required by students who need to obtain F-1 (Student) visas to attend school in the United States. The University is only authorized to issue the I-20 for students attending specific campus locations and programs recorded with DHS.

Admission Deadlines
The University cannot guarantee that a student who begins coursework will be admitted to his/her degree or credit-bearing certificate program. Students in all programs must be officially admitted by the completion of their fourth University course. Students who are unable to be admitted by the completion of their fourth University course will be administratively withdrawn from the University and placed on Admission Deadline Exceeded (DE) admission status.

Admissions Appeal Process for Expelled Students
Expelled students are not eligible for admission to University of Phoenix. No appeals will be accepted for students expelled from University of Phoenix. Appeals will be reviewed for students who were expelled from other institutions. Applicants for admission are not eligible to begin classes until formal approval of the appeal is obtained.

Graduate Admission Requirements
For graduate education and doctoral admission requirements please refer to the education and doctoral section(s) of the catalog. Most graduate programs have additional admission requirements listed within the program specific information. All applicants are expected to meet the following admission requirements:

- Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet one of the following exceptions in order to meet the English Language Proficiency Requirement:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.

- or-

- achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.

- or-

- achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.

- or-

- achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

- or-

- achieved a minimum score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.

- or-

- successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.

- or-

- achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:

- The applicant has successfully completed thirty (30) transferable, academic semester credits at a nationally accredited college or university in the United States.

- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.

- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.

- The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.

- The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.

- The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.

- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  - Have been granted asylum or refugee status.

- Applicants who reside in Canada must meet one of the following requirements:
  - Be a legal resident of Canada
• Be a landed immigrant
• Have a valid visa that does not prohibit educational studies
• Students may not receive a graduate degree and a graduate-level certificate in the same area of focus.
• A signed Enrollment/Disclosure Agreement.
• Completion of any state-specific required documents or forms.
• Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
• Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Students attending a local campus in Oklahoma must provide

• Full and part-time students enrolled in a college, university or other institution of higher learning in Massachusetts must participate in a school sponsored health insurance plan, or an alternate plan with comparable coverage. All full and part-time students attending a Massachusetts local campus must complete the Student Health Insurance Plan Enrollment/Acknowledgement form indicating either that they have either enrolled in the University’s sponsored plan or that they decline participation in the University sponsored plan as they have comparable health insurance coverage. Students must complete and submit this form prior to enrolling in any class. Students who do not complete the Enrollment/Acknowledgement form each calendar year may not enroll in further courses until the form has been completed and the student has appropriate health insurance coverage.

Students who begin their studies at campuses located in Hawaii are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1956, be immunized for measles-mumps-rubella (MMR). Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students attending a local campus in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Full and part-time students enrolled in the University sponsored plan as they have completed and the student has appropriate health insurance coverage.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

• A medical exemption may be granted to specific vaccines.

A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student’s life or health, and specify the reason based on valid medical contraindications.

The physician must state the length of time during which the vaccine would endanger the student’s health or life.

The exemption certification must be signed by the physician on the physician’s printed stationery.

A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization.

If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.

A copy of each exemption must be kept in the student's health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in this state shall provide a Certificate of TB Examination issued in the United States within 12 months prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school.

Students residing in the state of Connecticut are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

In accordance with Section 10a-155 of the Connecticut general statutes, all full time or matriculating students will be required to demonstrate proof of adequate immunization against measles, mumps, rubella, varicella as recommended by the Advisory Committee for Immunization Practices (ACIP). For more specific state information, refer to the link below. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

• The student was born before January 1, 1957 (applicable to MMR vaccine only).
• The student was born in the United States before January 1, 1980 (applicable to the varicella (chicken pox) vaccine only)
• The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.
• The student has documentation from a physician or director of health that he/she has had a confirmed case of one or more of the diseases as indicated on the immunization form.
• The student has laboratory confirmation of immunity to the disease(s) as indicated on the immunization form.
• The student has submitted a statement that immunization is contrary to his/her religious beliefs.
• The student is enrolled exclusively online and does not congregate with other students on campus or at campus-sponsored events. If the student later decides to attend a class at a University of Phoenix local campus location in Connecticut, the student must meet the immunization requirements before he/she may begin attending classes at a local campus location.

• The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and on or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.

Program Length

The anticipated "normal time" to complete a master level program is specified on the Gainful Employment Program Disclosure for that program. Generally, the "normal time" is as follows: Education - 68 to 92 weeks, Health Professions (single degree) - 77 to 94 weeks, Health Professions (dual degree) - 117 to 164 weeks, Health Professions (MSN/FNP) - 150 to 165 weeks, Information Systems & Technology - 84 weeks, Security & Criminal Justice - 72 to 95 weeks, Social Sciences (psychology) - 78 to 108 weeks, Social Sciences (counseling) - 132 to 179 weeks, Business - 72 to 108 weeks.

The term "normal time" means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated "normal time" for a variety of reasons that are individual to the student.
The mission of the Master of Science/Administration of Justice and Security degree program is to provide criminal justice practitioners, pre-service students and second career students with administrative skills required in both public and private sector criminal justice organizations. While distinctions between the roles of justice and security organizations are understood, the degree emphasizes an understanding of administrative responsibilities common to both disciplines. Consistent with the University of Phoenix Mission Statement, and focuses on organizational productivity, leadership, and providing quality service in criminal justice organizations and the community are stressed. The degree provides students with administrative program and policy development and problem solving skills that blend industry theory with best practices and practical application. This degree should be of particular interest to criminal justice practitioners, pre-service students and second career students seeking executive, management, promotional or transitional opportunities in the management of Police, corrections, court operations, and security organizations. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ms-ajs.

MS/AJS Preferred Course Sequence

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

AJS 503 - Introduction to Graduate Study in Criminal Justice and Security .................................................................................. 1 credit
AJS 504 - Survey of Justice and Security .................................................................................. 3 credits
AJS 514 - Criminological Theory .................................................................................. 3 credits
AJS 524 - Cybercrime and Information Security .................................................................................. 3 credits
AJS 534 - Organizational Administration in Justice and Security .................................................................................. 3 credits
AJS 544 - Ethics in Justice and Security .................................................................................. 3 credits
AJS 554 - Concepts of Physical and Personal Security .................................................................................. 3 credits
AJS 564 - Management of Institutional Risk and Critical Incident Management .................................................................................. 3 credits
AJS 574 - Finance and Budgeting in Justice and Security .................................................................................. 3 credits
AJS 583 - Legal Issues in Justice and Security .................................................................................. 3 credits
AJS 584 - Forensic Science and Psychological Profiling .................................................................................. 3 credits
AJS 586 - Public Policy Issues .................................................................................. 3 credits
AJS 594 - Program Development and Evaluation .................................................................................. 3 credits

The University reserves the right to modify the required course of study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position. The Master of Science/Administration of Justice and Security program does not satisfy the requirements of the Minnesota Police Officer Standards and Training Board. Students will not qualify to be a police officer nor sit for the licensing exam in Minnesota upon successful completion of this program. The University’s Criminal Justice programs are educa-
tional degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the MS/AJS
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
• Signed Acknowledgement Form

Degree Requirements for the MS/AJS
• The completion of a minimum of 37 credits.
• A minimum program grade point average (GPA) of 3.0.
• The diploma awarded for this program will read as: Master of Science
Administration of Justice and Security

Residency Requirements and Course Waivers for the MS/AJS
• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 28 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 9 credits from their required course of study.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses in the Required Course of Study may not be waived: AJS 594

Re-entry for the MS/AJS
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Public Administration
The following Master of Public Administration (MPA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Public Administration (MPA) program is designed to prepare students for a leadership career within private, non-profit, and public service organizations and communities. To prepare students for leadership careers in public administration, the program focuses on the regulatory, political, economic, social, and cultural environments and the theories and concepts that influence management and evaluation of diverse public service organizations, programs and processes; presents social entrepreneurial and business approaches to public service issues and opportunities at the state, county and local levels of government; and emphasizes adherence to the values and ethical principles of the public administration profession in all aspects of public service. The Masters of Public Administration program curriculum is based on the current accreditation standards set forth by the National Association of Schools of Public Affairs and Administration (NASPAA). For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/
programs/mpa.

**MPA Preferred Course Sequence**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MPA 503 ~ ............................................................................... 3 credits
Public Administration Institutions and Processes

COM PA523 ~ ............................................................................... 3 credits
Communications for Public Administrators

LAW PA513 ~ ............................................................................... 3 credits
Law and Public Administration

HRM PA533 ~ ............................................................................... 3 credits
Human Capital Development in the Public Sector

MPA 533 ~ ............................................................................... 3 credits
Leading Organizational Change in the Public Sector

MPA 543 ~ ............................................................................... 3 credits
Data Analysis for Public Policy and Management

MPA 573 ~ ............................................................................... 3 credits
Program Evaluation

MPA TM543 ~ ............................................................................... 3 credits
Leveraging Technology in the Public Sector

MPA 563 ~ ............................................................................... 3 credits
Public Budgeting

MPA 553 ~ ............................................................................... 3 credits
Public Finance

MPA 583 ~ ............................................................................... 3 credits
Public Policy Planning and Implementation

MPA 593 ~ ............................................................................... 3 credits
Public Administration Applied Project

The University reserves the right to modify the required course of study. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

**Additional Admission Requirements for the MPA**

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A minimum equivalent of three years of full-time, post-high school work or volunteer experience with exposure to organizational systems and management processes is required.

- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

**Degree Requirements for the MPA**

- A minimum of 36 graduate credits.

- A minimum grade point average (GPA) of 3.0.

- The diploma awarded for this program will read as: Master of Public Administration

**Residency Requirements and Course Waivers for the MPA**

- Completion of a minimum of 27 credits of the required course of study to meet University residency requirements.

- Students in this program may waive a maximum of 9 credits from their required course of study.

- In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a “B” (3.0) or better; and
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

- The following courses in the Required Course of Study may not be waived: MPA 593

**Re-entry for the MPA**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/reservations. Re-entry students should consult their Academic Advisor for guidance.
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The College of Social Sciences offers undergraduate and graduate degree programs in a number of diverse academic areas including counseling, psychology, and human services. In addition, the college offers a certificate program in mediation.

The College provides innovative educational programs designed to enhance the core knowledge, skills and values essential for students seeking to achieve their academic goals in the field of social sciences. These programs are developed and taught by skilled practitioners who work in their respective fields. Through individual and collaborative work, students can acquire the knowledge and skills needed in today’s working environment.

**Master of Science in Counseling Clinical Mental Health Counseling**

The following Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Counseling: Clinical Mental Health Counseling is a 63 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

This program meets the California LPCC educational requirements for registration with the Board of Behavioral Sciences (BBS) as an Professional Clinical Counselor Intern (PCCI). Upon successful completion of all educational requirements and required postgraduate supervised clinical hours, graduates are eligible to sit for the LPCC licensure exams in California.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msc-ccmh.

**Program Purpose**

In order to practice as a counselor in most states, the student must be licensed as an LPC (Licensed Professional Counselor), MFT (Marriage and Family Therapist) or other comparable state professional license designation. License requirements vary by state. It is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

**The Master of Science in Counseling/Clinical Mental Health Counseling degree program meets the California LPCC educational requirements for registration with the Board of Behavioral Sciences (BBS) as a Licensed Professional Clinical Counselor Intern (LPCCI). Upon successful completion of all educational requirements and required postgraduate supervised clinical hours, graduates are eligible to sit for the LPCC licensure exams in California.**

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

**Core Counseling Program Student Learning Outcomes**

- Students will be able to integrate legal and ethical standards of the counseling profession in all aspects of professional practice.
- Students will be able to apply the historical, philosophical and theoretical foundations of the counseling profession in all aspects of professional practice.
- Students will be able to synthesize aspects of professional functioning to develop a professional counselor identity.
- Students will be able to apply multicultural competencies in all aspects of professional practice.
- Students will be able to analyze the needs of diverse groups to advocate for equitable mental health and counseling services, programs, policies and interventions.
- Students will be able to apply theories of human growth and development in all aspects of professional practice in diverse societies.
- Students will be able to apply career development theories and models to all aspects of educational and career counseling in a global economy.
- Students will be able to apply counseling theories, techniques and processes to develop a personal model of counseling practice to help diverse clients.
- Students will be able to apply theoretical and experiential group approaches in all aspects of professional practice in diverse societies.
- Students will be able to ethically apply psychological measurement theories and concepts in assessment and evaluation in multicultural societies.
- Students will be able to analyze counseling research and ethically apply the findings in an evidence-based practice and program evaluation.

**CCMH-Specific Program Student Learning Outcomes**

- Students will be able to analyze the effect of mental health policies, regulatory processes and legal standards in the practice of mental health counseling.
- Students will be able to apply culturally responsive mental health counseling, prevention, intervention and referral practices in mental health counseling.
- Students will be able to apply developmentally appropriate diagnostic principals and tools in all aspects of mental health counseling.
Program Category Requirements for the MSC/CCMH
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).
Basic Counseling, 13 total credits
CNSL 500........................................................................................................0 credits
Orientation to the Counseling Profession
CCMH 504 ~ .........................................................................................3 credits
Individual and Family Development Across the Life Span
CCMH 506 ~ .........................................................................................3 credits
Personality Theories and Counseling Models
CCMH 515 ~ .........................................................................................3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 511 ~ .........................................................................................3 credits
Fundamental Counseling Skills
Internship B
CCMH 597B ~ .........................................................................................3 credits
Internship A
CCMH 597A ~ .........................................................................................3 credits
Residency III
CNSL 523R ~ ..........................................................................................1 credit
Supervision/Management in Clinical Mental Health Counseling
CCMH 581 ~ ..........................................................................................3 credits
Human Sexuality and Sex Therapy
CMHC 551 ~ ..........................................................................................3 credits
Family, Couple, and Child Counseling
CCMH 565 ~ ..........................................................................................3 credits
Crisis Intervention and Trauma
CCHM 558 ~ ..........................................................................................3 credits
Dependency and Addictions
CCHM 568 ~ ..........................................................................................3 credits
Group Counseling
CNSL 513R ~ ..........................................................................................1 credit
Residency I
Advanced Counseling, 19 total credits
CCMH 540 ~ ............................................................................................3 credits
Career and Vocational Counseling
CCMH 547 ~ ............................................................................................3 credits
Basic Clinical Assessment and Psychometrics
CCMH 522 ~ ............................................................................................3 credits
Psychopharmacology
CCMH 548 ~ ............................................................................................3 credits
Psychopathology: Advanced Clinical Assessment
CCMH 551 ~ ............................................................................................3 credits
Individual Counseling
CCMH 569 ~ ............................................................................................3 credits
Group Counseling
CNSL 513R ~ ..........................................................................................1 credit
Residency II
Clinical Placement, 9 total credits
CCMH 592 ~ ............................................................................................3 credits
Practicum in Clinical Mental Health Counseling
CCMH 597A ~ ..........................................................................................3 credits
Internship A
CCMH 597B ~ ..........................................................................................3 credits
Internship B

The University reserves the right to modify the required course of study.
Additional Admission Requirements for the MSC/CCMH
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution, or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A signed Criminal Conviction Disclosure Form.
• A signed Professional Counseling Non-Academic Requirement Addendum Form.
• Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of ‘C’ or better in each course. The six credits must have been completed prior to the student starting CNSL 500 - Orientation to the Counseling Profession.
• A minimum equivalent of two (2) years of full-time, post-high school paid and/or volunteer work experience with direct exposure to human services, human resources, primary, secondary or higher education, or organizational systems and associated management processes is required.
• Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.
Degree Requirements for the MSC/CCMH
• Completion of a minimum of 63 credits.
• A minimum program grade point average (GPA) of 3.0.
• Students are required to complete and to score at or above the minimum criterion for the Counselor Preparation Comprehensive Exam (CPCE) or another assessment/examination instrument as authorized by the Dean of the College. Successful completion of the capstone assessment is a degree completion and graduation requirement. Capstone examinations may not be scheduled before completion of core curriculum requirements. The University provides students with the opportunity to take the exam three times at no cost. Additional attempts to pass the exam are the student’s financial responsibility.
• This program requires a score at or above the minimum criterion on a capstone examination
• Completion of Internship (600 hours) and Practicum (100 hours).
• The diploma awarded for this program will read as: Master of Science in Counseling Clinical Mental Health Counseling
Academic Progression Requirements for the MSC/CCMH

- Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CNSL 503R, CNSL 513R, CNSL 523R.
- Clinical Practice courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CCMH 592, CCMH 597A, CCMH 597B.
- The following Clinical courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500.
- Completion of all courses with a grade of "B-" or better. Students must maintain an overall GPA of at least 3.0.

Academic Standing and Minimum Grade Requirements for the MSC/CCMH

- Students in this program may not attend any further courses after being assigned a grade of incomplete in a course.
- MSC students will be placed on Scholastic Disqualification if a minimum grade of "B-" is not attained in any course. If a student repeats a course due to receiving a grade that is less than a "B-" and does not receive a grade of "B-" or better the second time, the student will be scholastically suspended, permanently withdrawn, from this program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have fulfilled the requirements for reentry as determined by the Campus College Chair.
- Students must successfully complete CNSL 503R Graduate Portfolio Residency I in order to continue in this program. Students who don't successfully complete CNSL 503R may not enroll in any subsequent coursework until the course has been successfully completed. Students who fail CNSL 503R may repeat the course after three (3) months. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.
- Students in the College of Social Science graduate programs may not transfer credit to the University from courses taken from other schools while academically or scholastically disqualified.

Residency Requirements and Course Waivers for the MSC/CCMH

- Students in this program may waive a maximum of 9 credits from their required course of study.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B-" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 515CA, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R.

Re-entry for the MSC/CCMH

All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class.
- If a student is required to retake CNSL 503R Residency I: Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R on the second attempt, must wait six (6) months before reapplying. Failing CNSL 503R is limited to a total of three attempts.

Master of Science in Counseling Clinical Mental Health Counseling (Utah)

The following Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Counseling: Clinical Mental Health Counseling is a 66 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msc-ccmh.

Program Purpose

In order to practice as a counselor in most states, the student must be licensed as an LPC (Licensed Professional Counselor), MFT (Marriage and Family Therapist) or other comparable state professional license designation. License requirements vary by state. It is the student’s
responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

Core Counseling Program Student Learning Outcomes
- Students will be able to integrate legal and ethical standards of the counseling profession in all aspects of professional practice.
- Students will be able to apply the historical, philosophical and theoretical foundations of the counseling profession in all aspects of professional practice.
- Students will be able to synthesize aspects of professional functioning to develop a professional counselor identity.
- Students will be able to apply multicultural competencies in all aspects of professional practice.
- Students will be able to analyze the needs of diverse groups to advocate for equitable mental health and counseling services, programs, policies and interventions.
- Students will be able to apply theories of human growth and development in all aspects of professional practice in diverse societies.
- Students will be able to apply career development theories and models to all aspects of educational and career counseling in a global economy.
- Students will be able to apply counseling theories, techniques and processes to develop a personal model of counseling practice to help diverse clients.
- Students will be able to apply theoretical and experiential group approaches in all aspects of professional practice in diverse societies.
- Students will be able to ethically apply psychological measurement theories and concepts in assessment and evaluation in multicultural societies.
- Students will be able to analyze counseling research and ethically apply the findings in an evidence-based practice and program evaluation.

CCMH-Specific Program Student Learning Outcomes
- Students will be able to analyze the effect of mental health policies, regulatory processes and legal standards in the practice of mental health counseling.
- Students will be able to apply culturally responsive mental health counseling, prevention, intervention and referral practices in mental health counseling.
- Students will be able to apply developmentally appropriate diagnostic principals and tools in all aspects of mental health counseling.

Program Category Requirements for the MSC/CCMH
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Basic Counseling, 13 total credits
CNSL 500..................................................................................0 credits
Orientation to the Counseling Profession
CCMH 504 ~ .................................................................3 credits
Individual and Family Development Across the Life Span

CCMH 506 ~ .................................................................3 credits
Personality Theories and Counseling Models
CCMH 515 ~ .................................................................3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 511 ~ .................................................................3 credits
Fundamental Counseling Skills
CNSL 503R ~ .................................................................1 credit
Residency I
Intermediate Counseling, 22 total credits
CCMH 525 ~ .................................................................3 credits
Research Methods for Mental Health Counselors
CCMH 510 ~ .................................................................3 credits
Multi-Cultural Issues in Mental Health Counseling
CCMH 547 ~ .................................................................3 credits
Basic Clinical Assessment and Psychometrics
CCMH 522 ~ .................................................................3 credits
Psychopharmacology
CCMH 548 ~ .................................................................3 credits
Psychopathology: Advanced Clinical Assessment
CCMH 551 ~ .................................................................3 credits
Individual Counseling
CCMH 568 ~ .................................................................3 credits
Group Counseling
CNSL 513R ~ .................................................................1 credit
Residency II
Advanced Counseling, 19 total credits
CCMH 540 ~ .................................................................3 credits
Career and Vocational Counseling
CCMH 561 ~ .................................................................3 credits
Dependency and Addictions
CCMH 558 ~ .................................................................3 credits
Crisis Intervention and Trauma
CCMH 565 ~ .................................................................3 credits
Family, Couple, and Child Counseling
CMHC 551 ~ .................................................................3 credits
Human Sexuality and Sex Therapy
CCMH 581 ~ .................................................................3 credits
Supervision/Management in Clinical Mental Health Counseling
CNSL 523R ~ .................................................................1 credit
Residency III
Clinical Placement, 12 total credits
CCMH 592 ~ .................................................................3 credits
Practicum in Clinical Mental Health Counseling
CCMH 597A ~ .................................................................3 credits
Internship A
CCMH 597B ~ .................................................................3 credits
Internship B
CCMH 597C ~ .................................................................3 credits
Internship C
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSC/CCMH
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A signed Criminal Conviction Disclosure Form.
• A signed Professional Counseling Non-Academic Requirement Addendum Form.
• Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of “C” or better in each course. The six credits must have been completed prior to the student starting CNSL/500 - Orientation to the Counseling Profession.
• A minimum equivalent of two (2) years of full-time, post-high school paid and/or volunteer work experience with direct exposure to human services, human resources, primary, secondary or higher education, or organizational systems and associated management processes is required.
• Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.

Degree Requirements for the MSC/CCMH
• Completion of a minimum of 66 credits.
• A minimum program grade point average (GPA) of 3.0.
• Students are required to complete and to score at or above the minimum program grade point average (GPA) of 3.0.
• Completion of all courses with a grade of “B-” or better. Students may be used to waive graduate or undergraduate level or higher level course (i.e. graduate level coursework from other schools while academically or scholastically disqualified.

Academic Progression Requirements for the MSC/CCMH
• Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Residency courses are: CNSL 503R, CNSL 513R, CNSL 523R
• Clinical Practice courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C
• The following Clinical courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500
• Completion of all courses with a grade of “B-” or better. Students must maintain an overall GPA of at least 3.0.

Academic Standing and Minimum Grade Requirements for the MSC/CCMH
• Students in this program may not attend any further courses after being assigned a grade of incomplete in a course.
• MSC students will be placed on Scholastic Disqualification if a minimum grade of “B-” is not attained in any course. If a student repeats a course due to receiving a grade that is less than a “B-” and does not receive a grade of “B-” or better the second time, the student will be scholastically suspended, permanently withdrawn, from this program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have fulfilled the requirements for reentry as determined by the Campus College Chair.
• Students must successfully complete CNSL 503R Graduate Portfolio Residency I in order to continue in this program. Students who don’t successfully complete CNSL 503R may not enroll in any subsequent coursework until the course has been successfully completed. Students who fail CNSL 503R may repeat the course after three (3) months. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.
• Students in the College of Social Science graduate programs may not transfer credit to the University from courses taken from other schools while academically or scholastically disqualified.

Residency Requirements and Course Waivers for the MSC/CCMH
• Students in this program may waive a maximum of 9 credits from their required course of study.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R

Re-entry for the MSC/CCMH
All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class.

If a student is required to retake CNSL 503R Residency: Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R on the second attempt, must wait six (6) months before reapplying. Passing CNSL 503R is limited to a total of three attempts.

Master of Science in Counseling Clinical Mental Health Counseling (Nevada)

The following Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Counseling: Clinical Mental Health Counseling is a 66 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msc-ccmh.

Program Purpose
In order to practice as a counselor in most states, the student must be licensed as an LPC (Licensed Professional Counselor), MFT (Marriage and Family Therapist) or other comparable state professional license designation. License requirements vary by state. It is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

Core Counseling Program Student Learning Outcomes
• Students will be able to integrate legal and ethical standards of the counseling profession in all aspects of professional practice.
• Students will be able to apply the historical, philosophical and theoretical foundations of the counseling profession in all aspects of professional practice.
• Students will be able to synthesize aspects of professional functioning to develop a professional counselor identity.
• Students will be able to apply multicultural competencies in all aspects of professional practice.
• Students will be able to analyze the needs of diverse groups to advocate for equitable mental health and counseling services, programs, policies and interventions.
• Students will be able to apply theories of human growth and development in all aspects of professional practice in diverse societies.
• Students will be able to apply career development theories and models to all aspects of educational and career counseling in a global economy.
• Students will be able to apply counseling theories, techniques and processes to develop a personal model of counseling practice to help diverse clients.
• Students will be able to apply theoretical and experiential group approaches in all aspects of professional practice in diverse societies.
• Students will be able to ethically apply psychological measurement theories and concepts in assessment and evaluation in multicultural societies.
• Students will be able to analyze counseling research and ethically apply the findings in an evidence-based practice and program evaluation.

CCMH-Specific Program Student Learning Outcomes
• Students will be able to analyze the effect of mental health policies, regulatory processes and legal standards in the practice of mental health counseling.
• Students will be able to apply culturally responsive mental health counseling, prevention, intervention and referral practices in mental health counseling.
• Students will be able to apply developmentally appropriate diagnostic principals and tools in all aspects of mental health counseling.

Program Category Requirements for the MSC/CCMH
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Basic Counseling, 13 total credits
CNSL 500 ................................................................. 0 credits
Orientation to the Counseling Profession
CCMH 504 ~ ......................................................... 3 credits
Individual and Family Development Across the Life Span
CCMH 506 ~ ......................................................... 3 credits
Personality Theories and Counseling Models
CCMH 515 ~ ......................................................... 3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 511 ~ ......................................................... 3 credits
Fundamental Counseling Skills  
CNSL 503R ~ ................................................................. 1 credit  
Residency I  
Intermediate Counseling, 22 total credits  
CCMH 525 ~ ................................................................. 3 credits  
Research Methods for Mental Health Counselors  
CCMH 510 ~ ................................................................. 3 credits  
Multi-Cultural Issues in Mental Health Counseling  
CCMH 547 ~ ................................................................. 3 credits  
Basic Clinical Assessment and Psychometrics  
CCMH 522 ~ ................................................................. 3 credits  
Psychopharmacology  
CCMH 548 ~ ................................................................. 3 credits  
Psychopathology: Advanced Clinical Assessment  
CCMH 551 ~ ................................................................. 3 credits  
Individual Counseling  
CCMH 568 ~ ................................................................. 3 credits  
Group Counseling  
CNSL 513R ~ ................................................................. 1 credit  
Residency II  
Advanced Counseling, 19 total credits  
CCMH 540 ~ ................................................................. 3 credits  
Career and Vocational Counseling  
CCMH 561 ~ ................................................................. 3 credits  
 Dependency and Addictions  
CCMH 558 ~ ................................................................. 3 credits  
Crisis Intervention and Trauma  
CCMH 565 ~ ................................................................. 3 credits  
Family, Couple, and Child Counseling  
CMHC 551 ~ ................................................................. 3 credits  
Human Sexuality and Sex Therapy  
CCMH 581 ~ ................................................................. 3 credits  
Supervision/Management in Clinical Mental Health Counseling  
CNSL 523R ~ ................................................................. 1 credit  
Residency III  
Clinical Placement, 12 total credits  
CCMH 592 ~ ................................................................. 3 credits  
Practicum in Clinical Mental Health Counseling  
CCMH 597A ~ ................................................................. 3 credits  
Internship A  
CCMH 597B ~ ................................................................. 3 credits  
Internship B  
CCMH 597C ~ ................................................................. 3 credits  
Internship C  
The University reserves the right to modify the required course of study.  

Additional Admission Requirements for the MSC/CCMH  
All applicants are expected to meet the following admissions requirements:  

- An undergraduate degree from a regionally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.  
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.  
- A signed Criminal Conviction Disclosure Form.  
- A signed Professional Counseling Non-Academic Requirement Addendum Form.  
- Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of "C" or better in each course. The six credits must have been completed prior to the student starting CNSL/500 - Orientation to the Counseling Profession.  
- A minimum equivalent of two (2) years of full-time, post-high school paid and/or volunteer work experience with direct exposure to human services, human resources, primary, secondary or higher education, or organizational systems and associated management processes is required.  
- Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.  

Degree Requirements for the MSC/CCMH  
- Completion of a minimum of 66 credits.  
- A minimum program grade point average (GPA) of 3.0.  
- Students are required to complete and to score at or above the minimum criterion for the Counselor Preparation Comprehensive Exam (CPCE) or another assessment/examination instrument as authorized by the Dean of the College. Successful completion of the capstone assessment is a degree completion and graduation requirement. Capstone examinations may not be scheduled before completion of core curriculum requirements. The University provides students with the opportunity to take the exam three times at no cost. Additional attempts to pass the exam are the student's financial responsibility.  
  - This program requires a score at or above the minimum criterion on a capstone examination.  
- Completion of Internship (600 hrs) and Practicum (100 hours) within 52 weeks.  
- The diploma awarded for this program will read as: Master of Science in Counseling Clinical Mental Health Counseling  

Academic Progression Requirements for the MSC/CCMH  
- Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Residency courses are: CNSL 503R, CNSL 513R, CNSL 523R
• Clinical Practice courses contain multiple requirements for academic progression, therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C
• The following Clinical courses contain multiple requirements for academic progression, therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500
• Completion of all courses with a grade of “B-” or better. Students must maintain an overall GPA of at least 3.0.

Academic Standing and Minimum Grade Requirements for the MSC/CCMH
• Students in this program may not attend any further courses after being assigned a grade of incomplete in a course.
• MSC students will be placed on Scholastic Disqualification if a minimum grade of “B-” is not attained in any course. If a student repeats a course due to receiving a grade that is less than a “B-” and does not receive a grade of “B-” or better the second time, the student will be scholastically suspended, permanently withdrawn, from this program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have fulfilled the requirements for reentry as determined by the Campus College Chair.
• Students must successfully complete CNSL 503R Graduate Portfolio Residency I in order to continue in this program. Students who don’t successfully complete CNSL 503R may not enroll in any subsequent coursework until the course has been successfully completed. Students who fail CNSL 503R may repeat the course after three (3) months. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.
• Students in the College of Social Science graduate programs may not transfer credit to the University from courses taken from other schools while academically or scholastically disqualified.

Residency Requirements and Course Waivers for the MSC/CCMH
• Students in this program may waive a maximum of 9 credits from their required course of study.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R

Re-entry for the MSC/CCMH
All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class.

If a student is required to retake CNSL 503R, a Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R on the second attempt, must wait six (6) months before reapplying. Passing CNSL 503R is limited to a total of three attempts.

Master of Science in Psychology
The following Master of Science in Psychology (MSP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Psychology focuses on the scientific study of human behavior including cognition, motivation and emotion. The program provides training in four core areas: biological bases of behavior, acquired or learned bases of behavior, social, cultural and systemic influences on behavior and individual differences in behavior. Students will learn how the science of psychology is advanced through research. Emphasis is placed on critical thinking, problem-solving and the application of knowledge to problems and issues related to the human experience. This program is not designed to prepare students for professional licensure.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ms-p.

Program Purpose
The Master of Science in Psychology is an educational degree program that provides a foundation of knowledge in the field of psychology. This program does not prepare students for any type of professional certification or licensure as a psychologist.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:
• Students will be able to analyze the major concepts, theories, methodologies and historical trends in psychology.
• Students will be able to apply the scientific method to research-related activities in psychology.
• Students will be able to apply psychological principles to address personal, social and organizational problems and/or issues.
• Students will be able to apply the APA code of ethics when resolving problems and/or issues related to human behavior and conducting psychological research.
• Students will be able to interpret relevant psychological theories, interventions and research results from a global perspective.

**MSP Required Course of Study**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**MSP Required Course of Study**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills for Graduate Study</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 600</td>
<td>3 credits</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 650</td>
<td>3 credits</td>
</tr>
<tr>
<td>Psychopathology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 645</td>
<td>3 credits</td>
</tr>
<tr>
<td>Personality Theories</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 640</td>
<td>3 credits</td>
</tr>
<tr>
<td>Cognitive Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 660</td>
<td>3 credits</td>
</tr>
<tr>
<td>Ethics and Professional Issues</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 610</td>
<td>3 credits</td>
</tr>
<tr>
<td>Research Methods in Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 620</td>
<td>3 credits</td>
</tr>
<tr>
<td>Multicultural and Social Issues in Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 625</td>
<td>3 credits</td>
</tr>
<tr>
<td>Statistics for the Behavior Sciences</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 635</td>
<td>3 credits</td>
</tr>
<tr>
<td>Psychology of Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 630</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physiological Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 655</td>
<td>3 credits</td>
</tr>
<tr>
<td>Psychometrics</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 665</td>
<td>3 credits</td>
</tr>
<tr>
<td>Integrative Capstone: Psychology Past and Present</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MSP**

All applicants are expected to meet the following requirements:

• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university, or comparable undergraduate bachelor's degree earned at a recognized foreign institution, or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• No work experience is required for this program.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

**Degree Requirements for the MSP**

• Completion of a minimum of 39 credits.

• A minimum grade point average (GPA) of 3.0.

• Concentrations are reflected on the transcript only and will not appear on the diploma.

The diploma awarded for this program will read as: Master of Science in Psychology.

**Academic Progression Requirements for the MSP**

• Students must successfully complete COM 600 with a B or better.

**Minimum Grade Requirements for the MSP**

COM 600 must be completed with a grade of B or better. Students who do not pass this course with a grade of B or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and permanently withdrawn from the program.

**Residency Requirements and Course Waivers for the MSP**

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from the Required Course of Study must be completed at University of Phoenix. Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.

• The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: COM 600, PSYCH 610, PSYCH 660, PSYCH 665

**Re-entry for the MSP**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Master of Science in Psychology Concentration in Industrial-Organizational Psychology

The following Master of Science in Psychology Concentration in Industrial-Organizational Psychology (MSP/I-O) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Psychology focuses on the scientific study of human behavior including cognition, motivation and emotion. The program provides training in four core areas: biological bases of behavior acquired or learned bases of behavior, social, cultural and systemic influences on behavior and individual differences in behavior. Students will learn how the science of psychology is advanced through research. Emphasis is placed on critical thinking, problem-solving and the application of knowledge to problems and issues related to the human experience. This program is not designed to prepare students for professional licensure.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/

Program Purpose
The Master of Science in Psychology Concentration in Industrial-Organizational Psychology is an educational degree program that provides a foundation of knowledge in the field of psychology. This program does not prepare students for any type of professional certification or licensure as a psychologist.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social Sciences graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to analyze the major concepts, theories, methodologies and historical trends in psychology.
- Students will be able to apply the scientific method to research-related activities in psychology.
- Students will be able to apply psychological principles to address personal, social and organizational problems and/or issues.
- Students will be able to apply the APA code of ethics when resolving problems and/or issues related to human behavior and conducting psychological research.
- Students will be able to interpret relevant psychological theories, interventions and research results from a global perspective.

MSP/I-O Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- COM 600: Communication Skills for Graduate Study
- PSYCH 600: Developmental Psychology
- PSYCH 610: Research Methods in Psychology
- PSYCH 620: Multicultural and Social Issues in Psychology
- PSYCH 625: Statistics for the Behavior Sciences
- PSYCH 629: Introduction to Industrial/Organizational Psychology
- PSYCH 630: Introduction to Industrial/Organizational Psychology
- PSYCH 635: Introduction to Industrial/Organizational Psychology
- PSYCH 640: Psychology of Learning
- PSYCH 645: Personality Theories
- PSYCH 647: Personality Theories
- PSYCH 650: Psychology of Learning
- PSYCH 652: Personality Theories
- PSYCH 655: Psychology of Learning
- PSYCH 658: Psychology of Learning
- PSYCH 660: Work Motivation and Job Attitudes
- PSYCH 665: Integrative Capstone: Psychology Past and Present

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSP/I-O
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university, or comparable undergraduate bachelor's degree earned at a recognized foreign institution, or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- No work experience is required for this program.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Degree Requirements for the MSP/I-O

- Completion of a minimum of 51 credits.
- A minimum grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Master of Science in Psychology

Academic Progression Requirements for the MSP/I-O

- Students must successfully complete COM 600 with a B or better.
Minimum Grade Requirements for the MSP/I-O
COM 600 must be completed with a grade of B or better. Students who do not pass this course with a grade of B or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and permanently withdrawn from the program.

Residency Requirements and Course Waivers for the MSP/I-O
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 42 credits from the Required Course of Study must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.

• The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: COM 600, PSYCH 610, PSYCH 660, PSYCH 665

Re-entry for the MSP/I-O
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
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We prepare future leaders for business excellence. Consistent with the values, mission, and purpose of the University of Phoenix, the mission of the School of Business is to provide effective and accessible higher education that prepares its students to be ethical practitioners and leaders. Our goal is to make a difference in the lives of our students and their organizations. We achieve this by always acting with a sense of social responsibility and in a manner consistent with our core values.

In particular we:
- Define quality as standards-based, industry-aligned, career-relevant educational curriculum, linked to current and future business needs
- Commit to excellence in teaching and to leveraging innovative teaching methodologies
- Be relentless in driving institutional self-assessment and continuous quality improvement

By 2020, through its integrated network of faculty, staff and business collaborators, the University of Phoenix, School of Business will be a preferred source for finding and developing emerging leaders for organizations.

**Master of Business Administration**

The following Master of Business Administration (MBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Business Administration (MBA) program prepares students in the functional areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is based on current research of managerial competencies and graduate business standards as tested by existing national standardized graduate business examinations.

In addition to the University of Phoenix learning goals, the MBA program prepares students to:
- Demonstrate the knowledge and skills needed to identify and solve organizational problems using a systematic decision-making approach.
- Demonstrate the knowledge and skills needed to manage, develop, and motivate personnel to meet changing organizational needs in a global business environment.
- Apply critical analysis of alternatives under conditions of uncertainty.
- Develop awareness of their own values and the effect of those values on organizational decision making.
- Assess whether an organization’s plans and actions align with its values.
- Comprehend the application of a significant amount of business administration knowledge within the domains of management, business law, human capital management, organizational leadership, quantitative reasoning for business, economics, accounting, applied business research & statistics, operations management, corporate finance, marketing, and strategic planning & implementation.

Students can gain additional knowledge in a concentration area through the selection and completion of up to 15 graduate-level credits in required concentration-specific courses. Students may also complete an additional concentration. Please contact your academic representative for more information.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:
- Students will apply key systematic and analytical decision-making skills to solve complex organizational problems.
- Students will create strategies for business growth based on the alignment of their personal values against the organization’s values.
- Students will apply key managerial skills to foster innovation and lead change in a dynamic business environment.
- Students will evaluate the implications of changing environmental factors on organizational choices within a global environment.
- Students will apply key disciplinary skills to the following domains of the MBA program as practitioners in business:
  - Human capital management
  - Business law
  - Organizational leadership
  - Economics
  - Accounting
  - Research and statistics
  - Operations management
  - Corporate finance
  - Marketing
  - Strategic planning and implementation

**MBA Program Category Requirements**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Management, 3 total credits**

MGT 521 .................................................................................. 3 credits

**Human Capital Management, 3 total credits**

HRM 531 ~ .............................................................................. 3 credits
Human Capital Management

Business Law, 3 total credits
LAW 531 ~ .................................................................3 credits
Business Law
Organizational Leadership, 3 total credits
LDR 531 ~ .................................................................3 credits
Organizational Leadership
Quantitative Reasoning for Business, 3 total credits
QRB 501 ~ .................................................................3 credits
Quantitative Reasoning for Business

Economics, 3 total credits
ECO 561 ~ .................................................................3 credits
Economics

Accounting, 3 total credits
ACC 561 ~ .................................................................3 credits
Accounting

Applied Business Research and Statistics, 3 total credits
QNT 561 ~ .................................................................3 credits
Applied Business Research & Statistics

Operations Management, 3 total credits
OPS 571 ~ .................................................................3 credits
Operations Management

Corporate Finance, 3 total credits
FIN 571 ~ .................................................................3 credits
Corporate Finance

Marketing, 3 total credits
MKT 571 ~ .................................................................3 credits
Marketing

Strategic Planning and Implementation, 3 total credits
STR 581 ~ .................................................................3 credits
Strategic Planning & Implementation

Accounting Concentration
MBA students may earn a concentration in Accounting (ACC) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-acc.

ACC 541 ~ .................................................................3 credits
Accounting Theory & Research
ACC 542 ~ .................................................................3 credits
Communications for Accountants
ACC 543 ~ .................................................................3 credits
Accounting Information Systems
ACC 544 ~ .................................................................3 credits
Managerial Accounting & Legal Aspects of Business
ACC 545 ~ .................................................................3 credits
Internal Control Systems
ACC 546 ~ .................................................................3 credits
Financial Reporting
ACC 547 ~ .................................................................3 credits
Taxation
ACC 548 ~ .................................................................3 credits
Not-for-Profit & Government Accounting
ACC 549 ~ .................................................................3 credits
Forensic Accounting
ACC 550 ~ .................................................................3 credits
Accounting Ethics

Finance Concentration
MBA students may earn a concentration in Finance (FIN) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-fin.

FIN 580 ~ .................................................................3 credits
Global Capital Markets
FIN 585 ~ .................................................................3 credits
Financial Controlling
FIN 590 ~ .................................................................3 credits
Audit and Compliance Management
FIN 591 ~ .................................................................3 credits
Real Estate Investment
FIN 592 ~ .................................................................3 credits
Mergers and Acquisitions
FIN 593 ~ .................................................................3 credits
Investment Banking

Global Management Concentration
MBA students may earn a concentration in Global Management (GM) by completing at least 15 credit hours of course work in Global Management.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-gm.

GMGT 510 ~ .................................................................3 credits
Global Business Organization and Culture
GMGT 520 ~ .................................................................3 credits
External Environment of Global Business
GMGT 530 ~ .................................................................3 credits
Internal Environment of Global Business
GMGT 540 ~ .................................................................3 credits
Global Strategy Formulation and Implementation
MBA students may earn a concentration in Marketing (MKT) by completing at least 15 credit hours of course work in Marketing.

**Human Resource Management Concentration**

*MBA students may earn a concentration in Human Resource Management (HRM) by satisfying all the requirements for the concentration.*

Students earning a HRM concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required areas and 12 credits from the HRM concentration.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-hrm.

**Health Care Management Concentration**

*MBA students may earn a concentration in Health Care Management (HCM) by completing at least 15 credit hours of course work in Health Care Management.*

Students earning a HCM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the HCM concentration.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-hcm.

**Technology Management Concentration**

*MBA students may earn a concentration in Technology Management (TM) by completing at least 15 credit hours of course work in Technology Management.*

Students earning a TM concentration will complete a minimum of 51 credits (36 credits from the MBA required areas) which includes 15 credits from concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-tm.

**Project Management Concentration**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Marketing Concentration**

*MBA students may earn a concentration in Marketing (MKT) by satisfying all the requirements for the concentration.*

Students earning a MKT concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the MKT concentration (3 of which must include MKT 593-Product Design and Development Course).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-mkt.

**Technology Management Capstone**

*MBA students may earn a concentration in Technology Management (TM) by completing at least 15 credit hours of course work in Technology Management.*

Students earning a TM concentration will complete a minimum of 51 credits (36 credits from the MBA required areas) which includes 15 credits from concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-tm.

**Project Management Capstone**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.

**Project Management Project**

*MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.*

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pm.
An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

No work experience is required for this program.

A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Degree Requirements for the MBA
The degree requirements for this program are the following:

- A minimum of 36 graduate credits must be completed to meet all areas of the required course of study.
- A minimum grade point average (GPA) of 3.0.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as:

Master of Business Administration

Academic Progression Requirements for the MBA

- MGT 521 must be the first course taken.
- Strategic Planning & Implementation (STR 581 or an alternative strategy course) must be taken as the last core course in the program.

Residency Requirements and Course Waivers for the MBA

- The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 30 graduate level credits at the University.
- In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
  - The course must have been completed within the past ten (10) years with a “B” (3.0) or better; and
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Management (MGT 521) may not be waived.
- Strategic Planning & Implementation (STR 581 or an alternative strategy course), which is the last core course in the program, may not be waived.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses may not be waived: ACC 541, CAP GM591, EM 555, EM 595, GMGT 510, HCS 531, HCS 586, HRM 595, MGT 521, MKT 593, PM 598, QRB 501, STR 581

The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program.

The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.

The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Students who have completed Meritus University graduate MBA courses may transfer all courses earned at Meritus University into the MBA program at the University of Phoenix with no limitation provided that they sign an Enrollment Agreement for the University of Phoenix MBA program by March 1, 2012. Students transferring from Meritus University to University of Phoenix will still be required to satisfy all program requirements for the University of Phoenix MBA program and complete at least 3 credits at University of Phoenix in order to obtain their MBA degree from University of Phoenix.

Re-entry for the MBA

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Master of Business Administration (Certificate Track)

The following Master of Business Administration (MBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Business Administration (MBA) program prepares students in the functional areas of business allowing them to develop managerial skills necessary to be effective in a rapidly changing business environment. The program is based on current research of managerial competencies and graduate business standards as tested by existing national standardized graduate business examinations. In addition to the University of Phoenix learning goals, the MBA program prepares students to:

- Demonstrate the knowledge and skills needed to identify and solve organizational problems using a systematic decision-making approach.
- Demonstrate the knowledge and skills needed to manage, develop, and motivate personnel to meet changing organizational needs in a global business environment.
- Apply critical analysis of alternatives under conditions of uncertainty.
- Develop awareness of their own values and the effect of those values on organizational decision making.
- Assess whether an organization’s plans and actions align with its values.
- Comprehend the application of a significant amount of business administration knowledge within the domains of management, business law, human capital management, organizational leadership, quantitative reasoning for business, economics, accounting, applied business research & statistics, operations management, corporate finance, marketing, and strategic planning & implementation.

The MBA consists of 36-51 credit hours. Thirty-six credit hours constitute the required course of study. Students can gain additional knowledge in a concentration area through the selection and completion of concentration-specific courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will apply key systematic and analytical decision-making skills to solve complex organizational problems.
- Students will create strategies for business growth based on the alignment of their personal values against the organization’s values.
- Students will apply key managerial skills to foster innovation and lead change in a dynamic business environment.

- Students will evaluate the implications of changing environmental factors on organizational choices within a global environment.
- Students will apply key disciplinary skills to the following domains of the MBA program as practitioners in business:
  - Human capital management
  - Business law
  - Organizational leadership
  - Economics
  - Accounting
  - Research and statistics
  - Operations management
  - Corporate finance
  - Marketing
  - Strategic planning and implementation

Program Category Requirements and Preferred Sequence for the MBA

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Management, 3 total credits
MGT 521 ................................................................. 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ............................................................... 3 credits
Human Capital Management

Business Law, 3 total credits
LAW 531 .............................................................. 3 credits
Business Law

Organizational Leadership, 3 total credits
LDR 531 ............................................................... 3 credits
Organizational Leadership

Quantitative Reasoning for Business, 3 total credits
QRB 501 ............................................................... 3 credits
Quantitative Reasoning for Business

Economics, 3 total credits
ECO 561 ............................................................... 3 credits
Economics

Accounting, 3 total credits
ACC 561 ............................................................... 3 credits
Accounting

Applied Business Research and Statistics, 3 total credits
QNT 561 ............................................................... 3 credits
Applied Business Research & Statistics

Operations Management, 3 total credits
OPS 571 ............................................................. 3 credits
Operations Management

Corporate Finance, 3 total credits
FIN 571 .............................................................. 3 credits
Corporate Finance

Marketing, 3 total credits
MKT 571 ............................................................... 3 credits
Marketing

Strategic Planning and Implementation, 3 total credits
STR 581 .............................................................. 3 credits
Strategic Planning & Implementation

Accounting Certificate Track

MBA students may earn a concentration in Accounting (ACC) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning an ACC concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the ACC concentration coursework (3 of which must include ACC 541—Accounting Theory & Research).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-acc.

ACC 541 ~ ................................................................. 3 credits
Accounting Theory & Research
ACC 542 ~ ................................................................. 3 credits
Accounting Information Systems
ACC 543 ~ ................................................................. 3 credits
Managerial Accounting & Legal Aspects of Business
ACC 544 ~ ................................................................. 3 credits
Internal Control Systems
ACC 545 ~ ................................................................. 3 credits
Financial Reporting
ACC 546 ~ ................................................................. 3 credits
Auditing
ACC 547 ~ ................................................................. 3 credits
Taxation
ACC 548 ~ ................................................................. 3 credits
Not-for-Profit & Government Accounting
ACC 556 ~ ................................................................. 3 credits
Forensic Accounting
ETH 557 ~ ................................................................. 3 credits
Accounting Ethics

Students who select an Accounting Concentration may not educationally qualify to sit for the CPA exam in some states. To the extent that a student intends to sit for the CPA examination, the student should consult with the applicable board of examiners in the state or states in which the individual intends to sit for the examination to determine the precise educational and other requirements, including the acceptability of the University’s Accounting Concentration.

Human Resource Management Certificate Track

MBA students may earn a concentration in Human Resource Management (HRM) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning a HRM concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the HRM concentration coursework (3 of which must include HRM 595—Human Resource Capstone Course).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-hrmc.

HRM 546 ~ ................................................................. 3 credits
Organizational Training and Development
HRM 595 ~ ................................................................. 3 credits
Human Resource Capstone Course

Marketing Certificate Track

MBA students may earn a concentration in Marketing (MKT) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning a MKT concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the MKT concentration coursework (3 of which must include MKT 593—Product Design and Development Course).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-mktc.

MKT 544 ~ ................................................................. 3 credits
Integrated Marketing Communications
MKT 554 ~ ................................................................. 3 credits
Consumer Behavior
MKT 552 ~ ................................................................. 3 credits
Technology Applications and e-Marketing
MKT 562 ~ ................................................................. 3 credits
Advanced International Marketing
MKT 593 ~ ................................................................. 3 credits
Product Design and Development

Project Management Certificate Track

MBA students may earn a concentration in Project Management (PM) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required course of study and 15 credits from the PM concentration coursework.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mba-pmc.

PM 571 ~ ................................................................. 3 credits
Project Management
PM 582 ~ ................................................................. 3 credits
Project Leadership
PM 584 ~ ................................................................. 3 credits
Project Risk Management
PM 586 ~ ................................................................. 3 credits
Project Quality Management
PM 598 ~ ................................................................. 3 credits
Project Management Capstone

The University reserves the right to modify the required course of study.

General Information for the MBA

• The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
• Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the MBA

All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• No prior work experience is required for this program.

• Applicants must have access to a suitable work environment for the completion of course assignments.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Degree Requirements for the MBA

The degree requirements for this program are the following:

• Completion of a minimum of 36-51 credits.

• A minimum grade point average (GPA) of 3.0.

• Students must take courses within a sequence specified by course prerequisite requirements.

• Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:

  • Successful completion of all courses outlined in the enrollment agreement for the certificate.

  • Achievement of the minimum program GPA.

  • Fulfillment of the minimum University residency requirement.

Students must successfully complete the following programmatic requirements for certificate conferral:

Graduate Accounting Certificate (CERT/G-ACC) - 15 credits

Foundation coursework
• ACC 541 - Accounting Theory & Research
• ACC 561 - Accounting

Graduate Accounting Certificate Electives (Choose 3):
• ACC 542 - Accounting Information Systems
• ACC 543 - Managerial Accounting & Legal Aspects of Business
• ACC 544 - Internal Control Systems
• ACC 545 - Financial Reporting
• ACC 546 - Auditing
• ACC 547 - Taxation
• ACC 548 - Not-for-Profit & Government Accounting
• ACC 556 - Forensic Accounting
• ETH 557 - Accounting Ethics

Graduate Human Resources Management Certificate (CERT/G-HRM) - 15 credits

Foundation coursework
• HRM 531 - Human Capital Management
• HRM 595 - Human Resource Capstone Course

Graduate Human Resources Management Certificate Electives (Choose 3):
• HRM 546 - Human Resource Law
• HRM 548 - Recruitment and Retention Practices
• HRM 552 - Organizational Training and Development
• HRM 558 - Research in Human Resource Management

Graduate Marketing Certificate (CERT/G-MKT) - 15 credits

Foundation coursework
• MKT 571 - Marketing
• MKT 593 - Product Design and Development

Graduate Marketing Certificate Electives (Choose 3):
• MKT 544 - Integrated Marketing Communications
• MKT 552 - Technology Applications and e-Marketing
• MKT 554 - Consumer Behavior
• MKT 562 - Advanced International Marketing

Graduate Project Management Certificate (G-PM) - 18 credits

• MGT 521 - Management
• PM 571 - Project Management
• PM 582 - Project Leadership
• PM 584 - Project Risk Management
• PM 586 - Project Quality Management
• PM 598 - Project Management Capstone

Students can only earn one certificate en-route to completing the graduate program.

Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as:

Master of Business Administration

Academic Progression Requirements for the MBA

• The Program Requirement in Management must be completed first.

• The Program Requirement in Quantitative Reasoning for Business must be satisfied prior to progressing in courses in Economics, Accounting, Applied Business Research & Statistics, Operations Management, Corporate Finance, Marketing, and Strategic Planning & Implementation.

• Strategic Planning & Implementation (STR 581 or an alternative strategy course) must be taken as the last core course in the program.

Residency Requirements and Course Waivers for the MBA

The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 30 graduate level credits at the University.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;

• The course must have been completed within the past ten (10) years with a “B” (3.0) or better; and

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an offi-
cial transcript or completion documentation from the certifying organization.

The following courses may not be waived: ACC 541, HRM 595, MGT 521, MKT 593, PM 598, QRB 501, STR 581

The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.

Re-entry for the MBA

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Management

The following Master of Management (MM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students must want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Management degree program promotes the development of management competencies through the practical application of theory, business and management diagnostics, and the formulation of creative management and consulting solutions. Students will acquire a wide range of tools, concepts and methodologies to design, conduct, and follow through on successful leadership and entrepreneurship practices. In addition, students will be able to actively develop their interpersonal and business-related management skills in order to foster leadership, creative thinking, collegiality, and teamwork ability in an international context. The Master of Management will provide students with first-hand knowledge of the tools and techniques used by successful consultants in the competitive leadership, entrepreneurship and management industry.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mm.

Program Category Requirements Preferred Sequence and Prerequisites for the MM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 9 total credits
BUS 511 ................................................................. 3 credits
Managing the Business Environment
BUS 502 ................................................................. 3 credits
The External Factors that Impact Business

BUS 503 ................................................................. 3 credits
Accounting and Financial Decision Making
Entrepreneurial Leadership, 3 total credits
ENT 527 ~ ................................................................. 3 credits
Opportunity Assessment and Innovation
Communications, 3 total credits
COM 539 ~ ................................................................. 3 credits
Communications: Selling and Customer Engagement
Leadership, 3 total credits
LDR 535 ~ ................................................................. 3 credits
Leading Change
Strategic Marketing, 3 total credits
MKT 575 ~ ................................................................. 3 credits
Marketing Strategy
Research, 3 total credits
FIN 575 ~ ................................................................. 3 credits
Project Budget and Finance
Management, 3 total credits
MGT 521 ................................................................. 3 credits
Management
Entrepreneurial Project, 3 total credits
ENT 588 ~ ................................................................. 3 credits
Innovation and Design: Capstone Project
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MM

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• No work experience is required for this program.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Degree Requirements for the MM

• Completion of a minimum of 39 credits.
• A minimum grade point average (GPA) of 3.0.
• The diploma awarded for this program will read as: Master of Management
Academic Progression for the MM

- Students must complete the following three Master of Management (MM) foundational courses before proceeding into any additional coursework for the program: BUS 502, BUS 503, BUS 511

Residency Requirements and Course Waivers for the MM

The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 30 graduate level credits at the University.

Students may satisfy the three foundational courses (BUS 511, BUS 502, and BUS 503) using one of the following methods:

- Successful completion of the three foundational courses (BUS 511, BUS 502, and BUS 503) or equivalents.
- Undergraduate degree in Business, Management or Accounting completed within 10 years from current program enrollment agreement sign date.
- Graduate degree in Business.
- At least 30 credits in undergraduate, graduate and/or doctoral level business or accounting-related coursework completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university within ten years from current program enrollment agreement sign date.

Only the three foundational courses can be waived, no other required course of study courses can be waived.

Re-entry for the MM

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Science in Accountancy

The following Master of Science in Accountancy (MSA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Accountancy (MSA) provides the breadth of knowledge for the professional accountant. Students master the theory and principles that frame a wide range of problems and issues encountered in the accounting profession. This program is designed for accountants and non-accountants who are preparing for a professional certification in accounting such as the uniform Certified Public Accountant (CPA) exam. This degree will allow students to seek positions in such career areas as accounting, auditing, and budgeting. The MSA core curriculum covers the following areas of accounting: accounting theory and research, accounting information systems, managerial accounting and legal aspects of business, internal control systems, financial reporting, auditing, taxation, not-for-profit and government accounting, forensic accounting, and accounting ethics. The core courses were designed based upon the standards proposed by the National Association of State Boards of Accountancy (NASBA). This program addresses the goals of the American Institute of Certified Public Accountants (AICPA) for the professional values, communications and leadership skills, strategic and critical thinking skills, and technology skills (The American Institute of Certified Public Accountants, 2015). In addition, this program utilizes CPA Exam Prep software, which is integrated throughout the core program.

Note: Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify within the student’s specific jurisdiction. Potential applicants should check with the appropriate organization within their jurisdiction to determine if this program, combined with their undergraduate degree and any other specific criteria, meets the requirements to qualify for examination in that specific jurisdiction. States frequently change their requirements for examination. There is no assurance that at the time of degree completion the specific jurisdiction’s requirements will be consistent with the requirements at the time of admission.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msa.

MSA Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- COM 530 ~ ................................................................................. 3 credits
- Communications for Accountants
- BUS 511 ~ ................................................................................. 3 credits
- Managing the Business Environment
- BUS 502 ~ ................................................................................. 3 credits
- The External Factors that Impact Business
- BUS 503 ~ ................................................................................. 3 credits
- Accounting and Financial Decision Making
- ACC 537 ~ ................................................................................. 3 credits
- Financial Accounting
- ACC 541 ~ ................................................................................. 3 credits
- Accounting Theory & Research
- ACC 542 ~ ................................................................................. 3 credits
- Accounting Information Systems
- ACC 543 ~ ................................................................................. 3 credits
- Managerial Accounting & Legal Aspects of Business
- ACC 544 ~ ................................................................................. 3 credits
- Internal Control Systems
- ACC 545 ~ ................................................................................. 3 credits
- Financial Reporting
- ACC 546 ~ ................................................................................. 3 credits
- Auditing
- ACC 547 ~ ................................................................................. 3 credits
- Taxation
ACC 548 ~ ................................................................. 3 credits
Not-for-Profit & Government Accounting
ACC 556 ~ ................................................................. 3 credits
Forensic Accounting
ETH 557 ................................................................. 3 credits
Accounting Ethics
The University reserves the right to modify the required course of study.

En-Route Credentials for the MSA
Students may declare and earn an additional credential that is approved in their state or jurisdiction en-route to completing the graduate degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include a graduate certificate. Listed below are all of the possible en-route credentials:

- Graduate CPA Bridge Certificate

Students may apply for conferral of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the MSA
All applicants are expected to meet the following admissions requirements:
- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- No work experience is required for this program.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted to the transcript is required for admission.

Academic Progression Requirements for the MSA
- Students must complete COM 530 as the first course in the program.
- After COM 530, students must complete the following three Master of Science in Accountancy (MSA) foundational courses before proceeding into any additional coursework for the program: BUS 511, BUS 502, BUS 503

Degree Requirements for the MSA
The degree requirements for this program are the following:
- A minimum of 45 graduate credits.
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read as: Master of Science in Accountancy

Residency Requirements and Course Waivers for the MSA
The University requires completion of a minimum of 21 graduate level credits at the University to meet residency requirements.

Students may satisfy the three foundational courses (BUS 511, BUS 502, and BUS 503) using one of the following methods:
- Successful completion of the three foundational courses (BUS 511, BUS 502, and BUS 503) or equivalents.
- Undergraduate degree in Business or Accounting completed within 10 years from current program enrollment agreement sign date.
- Graduate degree in Business.
- At least 30 credits in undergraduate and/or graduate level business or accounting-related coursework completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university within ten years from current program enrollment agreement sign date.

Eligible students may satisfy COM 530 and ACC 537 using one of the following methods:
- Six semester credits of upper-division undergraduate coursework or three semester credits of graduate coursework in communications that meets the following requirements will satisfy COM 530:
  - The coursework must have been completed at a regionally or approved nationally accredited, foreign equivalency, or candidate for accreditation, college or university,
  - The coursework must have been completed with a C- or better, within the past ten (10) years from current program enrollment agreement sign date
- A Waiver Request Form must be submitted listing six semester credits of upper division undergraduate coursework or three semester credits of graduate coursework and the courses requested to be satisfied as some students may wish to complete one or more of the courses to improve their ability to succeed in the MSA Program.
- Six semester credits of upper-division undergraduate coursework or three semester credits of graduate coursework in financial accounting that meets the following requirements will satisfy ACC 537:
  - The coursework must have been completed at a regionally or approved nationally accredited, foreign equivalency, candidate for accreditation, college or university,
  - The coursework must have been completed with a C- or better, within the past ten (10) years from current program enrollment agreement sign date
- A Waiver Request Form must be submitted listing six semester credits of upper division undergraduate coursework or three semester credits of graduate coursework and the courses requested to be satisfied as some students may wish to complete one or more of the courses to improve their ability to succeed in the MSA Program.

In addition to waiving the foundational courses and COM 530 and ACC 537 using one of the approved methods, students may also waive a maximum of nine (9) credits in the MSA Core on the basis of prior graduate-level college coursework.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a “B” (3.0) or better; and
The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

Re-entry for the MSA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
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The College of Information Systems and Technology prepares students for professional and management-related career opportunities in six different IT pathways and provides the knowledge students need to successfully apply information systems theory and principles that address real world business opportunities and challenges that meet the needs of today’s information economy. Students will be prepared to work in core technologies such as systems integration, web systems, network architecture, database design, information security, programming and other IT principles. Our mission is to provide industry-relevant education through innovative learning pathways, which will prepare learners for career success. The College of Information Systems and Technology delivers real-time, IT education solutions that are experiential, relevant and applicable to solving IT challenges anywhere, any place, and at any time. The curriculum in the College of Information Systems and Technology is delivered by experts who relate both theory and practice in this evolving, fast-paced industry. Each degree and certificate program is aligned to one or more of over 40 industry certifications so students are provided the relevant, hands-on learning they need to be successful in this industry. The College of Information Systems and Technology is continuously updating curriculum, staying relevant in the industry and evolving with the always changing world of technology, all of which is accomplished through dedication, creativity and teamwork of the college faculty and staff. The College of Information Systems and Technology is an innovative, education leader in the IT industry and proud to partner with Fortune 1000 companies and other entities and creators of emerging IT standards nationwide.

Master of Information Systems

The following Master of Information Systems (MIS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Information Systems (MIS) program provides the knowledge to successfully apply information systems theory and principles to address real world business opportunities and challenges to meet the needs of today’s information economy. Under the guidance of practitioner faculty, the graduate student will use innovative digital materials to understand the development and management of business systems within the organization, to understand and apply the principles of systems analysis and design, to analyze and evaluate emerging information technologies, and to create project, risk, and information systems strategic plans.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mis.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and plan for the development of an information system to address the needs of an organization.
- Students will be able to create the plans required for key roles, resources, operational metrics and risk responses needed to implement and maintain information systems within an organization.
- Students will be able to develop methods and tools for communication to facilitate the satisfactory completion of processes required to manage IT resources.
- Students will be able to generate the vision, direction and strategic purpose for the creation of an information systems project.
- Students will be able to construct a plan to verify that the regulations, compliance and security issues within an organization are addressed.
- Students will be able to explain and develop an effective IT project plan meeting professional standards.

MIS Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Information Systems Technology, 12 total credits

CMGT 554................................................................................ 3 credits
CMGT 555................................................................................ 3 credits
CMGT 556................................................................................ 3 credits
CMGT 557................................................................................ 3 credits
CMGT 558................................................................................ 3 credits
CMGT 575................................................................................ 3 credits
CMGT 577................................................................................ 3 credits
CMGT 578................................................................................ 3 credits
CMGT 579................................................................................ 3 credits

Information Systems Management, 12 total credits

CMGT 575................................................................................ 3 credits
CMGT 578................................................................................ 3 credits
CMGT 582................................................................................ 3 credits
CMGT 583................................................................................ 3 credits
CMGT 584................................................................................ 3 credits

Graduate Electives, 18 total credits

The University reserves the right to modify the required course of study.

En-Route Credentials for the MIS

Students may declare and earn an additional credential that is approved in their state or jurisdiction en-route to completing the graduate degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include a graduate certificate. Listed below are all of the possible en-route...
credentials:
- Graduate Business Analytics Certificate
- Graduate Information Systems Management Certificate
- Graduate Cyber Security Certificate

Students may apply for conferral of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Admission Requirements for the MIS

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Signed Hardware/Software Agreement

Degree Requirements for the MIS

- Completion of a minimum of 42 credits that include the following distribution:
  - Required Course of Study - 24 credits
  - Graduate Electives - 18 credits
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read as: Master of Information Systems

Residency Requirements and Course Waivers for the MIS

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 24 credits in the program, must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study. In order to waive a course in the major course of study, the student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better; and
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The 18 credit Graduate Electives requirement may be satisfied by any of the following means:
- Any pre-determined 3-credit Graduate UOPX courses.
- Any previously completed Graduate coursework from UOPX.
- Graduate transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.
- Graduate Certificate approved in the student’s state or jurisdiction.

Students earning a certificate en-route to completing the graduate degree may waive a maximum of 6 credits within the certificate program in addition to the 9 credits that can be waived in the MIS required course of study by meeting the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better; and
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

Re-entry for the MIS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
COLLEGE OF HEALTH PROFESSIONS

The College of Health Professions provides a blend of the business and management focus of health care with the clinical/delivery focus of nursing. Each academic program area will provide students with the insight and perspectives needed to support their specific career focus.

School of Health Services Administration

As the health care industry expands and evolves at a rapid pace, jobs in health care administration (the “business” side of health care) are expected to increase by 23 percent between 2012 and 2022. Whether you are already working in the field and looking to deepen your knowledge and advance in your profession, or if you are new to health care and want to gain the skills needed to launch a new career, The University of Phoenix® School of Health Services Administration will equip you with the leading-edge training you need to succeed in today’s dynamic health care environment and to effectively tackle all of tomorrow’s challenges.

Master of Health Administration

The following Master of Health Administration (MHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry. These individuals have a capacity to critically examine and evaluate issues and trends and are influential to the destiny of a broad and dynamic health care system. Curriculum is tailored to the needs of the health care leader/manager by providing content in finance, policy, research, technology, quality improvement, economics and strategic planning. In addition to the University Learning Goals, graduates of the MHA program will: Create a strategic plan for a health care organization, analyze the impact of health care policy on delivery and services provided by the industry, evaluate informational technology and security management needs of health care, utilize data to support quality and performance measure decision-making processes for health care entities, demonstrate management of organizational finances within the economic environment of various health care industries, and analyze the impact of various management and leadership theories within health care organizations and delivery systems.

MHA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Introduction, 1 total credit
HCS 504 ~ Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ Health Care Organizations and Delivery Systems

Finance, 3 total credits
HCS 577 ~ Financial Management in Health Care

Economics, 3 total credits
HCS 552 ~ Health Care Economics

Performance Measures/Data Quality, 3 total credits
HCS 588 ~ Measuring Performance Standards

Technology, 3 total credits
HCS 533 ~ Health Information Systems

Management/HR, 3 total credits
HCS 514 ~ Managing in Today’s Health Care Organizations

Policy and Organizational Behavior, 3 total credits
HCS 550 ~ Health Care Policy

Legal and Ethics, 3 total credits
HCS 545 ~
Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589

The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program. The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

Minimum Grade Requirements for the MHA

- Students in this program are required to achieve a minimum grade of "B" (3.0) in following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA program.

Re-entry for the MHA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Health Administration Concentration in Education

The following Master of Health Administration Concentration in Education (MHA/ED) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry. These individuals have a capacity to critically examine and evaluate issues and trends and are influential to the destiny of a broad and dynamic health care system. Curriculum is tailored to the needs of the health care leader/manager by providing content in finance, policy, research, technology, quality improvement, economics and strategic planning. In addition to the University Learning Goals, graduates of the MHA program will: create a strategic plan for a health care organization, analyze the impact of health care policy on delivery and services provided by the industry, evaluate informational technology and security management needs of health care, utilize data to support quality and performance measure decision-making processes for health care entities, demonstrate management of organizational finances within the economic environment of various health care industries, and analyze the impact of various management and leadership theories within health care organizations and delivery systems. Students can gain additional knowledge through the selection and completion of a 9 credit specialization in their area of interest. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-ed.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to create a strategic plan for a health care organization.
• Students will be able to analyze the impact of health care policy on processes, products and services in the health care industry.
• Students will be able to evaluate informational technology and security management needs of health care.
• Students will be able to evaluate evidence-based data to support quality and performance measures within the health care industry.
• Students will be able to demonstrate management of organizational finances within the economic environment of various health care industries.
• Students will be able to analyze the impact of various management and leadership theories within health care organizations and delivery systems.

MHA/ED Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Introduction, 1 total credit
HCS 504 ................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ............................................................... 3 credits
Health Care Organizations and Delivery Systems

Finance, 3 total credits
HCS 577 ~ ............................................................... 3 credits
Financial Management in Health Care

Economics, 3 total credits
HCS 552 ~ ............................................................... 3 credits
Health Care Economics

Performance Measures/Data Quality, 3 total credits
HCS 588 ~ ............................................................... 3 credits
Measuring Performance Standards

Technology, 3 total credits
HCS 533 ~ ............................................................... 3 credits
Health Information Systems

Management/HR, 3 total credits
HCS 514 ~ ............................................................... 3 credits
Managing in Today’s Health Care Organizations

Policy and Organizational Behavior, 3 total credits
HCS 550 ~ ............................................................... 3 credits
Health Care Policy

Legal and Ethics, 3 total credits
HCS 545 ~ ............................................................... 3 credits
Health Law and Ethics
Electives, 6 total credits
Students will select two courses from the following:

HCS 535 ~ Concepts of Population Health .................................................. 3 credits
HCS 539 ~ Marketing for Health Care ........................................................ 3 credits
HCS 548 ~ Foundations of Gerontology ...................................................... 3 credits
HCS 567 ~ Entrepreneurship in Health Care .............................................. 3 credits
HCS 587 ~ Creating Change within Organizations ..................................... 3 credits
HCS 591 ~ Creating a Sustainable Health Care Organization .................... 3 credits

Education Concentration, 9 total credits

HSN 540 ~ Teaching and Learning Strategies .............................................. 3 credits
HSN 544 ~ Design and Process of Curriculum Development ......................... 3 credits
HSN 549 ~ Evaluation Methodology ............................................................ 3 credits

Capstone, 3 total credits

HCS 589 ~ Health Care Strategic Management ........................................... 3 credits

Residency Requirements and Course Waivers for the MHA/ED

Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization. The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589

The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.

The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/ED

Students in this program are required to achieve a minimum grade of "B" (3.0) in following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
• Students in this program are required to achieve a minimum grade of "C" (2.0) in the following courses: HSN 540, HSN 544. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA program.

Re-entry for the MHA/ED
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll in their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Health Administration Concentration in Gerontology

The following Master of Health Administration Concentration in Gerontology (MHA/GER) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry. These individuals have a capacity to critically examine and evaluate issues and trends and are influential to the destiny of a broad and dynamic health care system. Curriculum is tailored to the needs of the health care leader/manager by providing content in finance, policy, research, technology, quality improvement, economics and strategic planning. In addition to the University Learning Goals, graduates of the MHA program will: create a strategic plan for a health care organization, analyze the impact of various health care industries, and analyze the impact of various management and leadership theories with health care organizations and delivery systems. Students can gain additional knowledge through the selection and completion of a 9 credit specialization in their area of interest.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-ger.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to create a strategic plan for a health care organization.
• Students will be able to analyze the impact of health care policy on processes, products, and services in the health care industry.
• Students will be able to evaluate informational technology and security management needs of health care.
• Students will be able to evaluate evidence-based data to support quality and performance measures within the health care industry.
• Students will be able to demonstrate management of organizational finances within the economic environment of various health care industries.
• Students will be able to analyze the impact of various management and leadership theories within health care organizations and delivery systems.
• Students will be able to analyze foundational concepts of gerontology to support the health of older adults.
• Students will be able to evaluate resources available to older adults to support the aging process.
• Students will be able to analyze business needs to promote gerontology services and products.

MHA/GER Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Introduction, 1 total credit
HCS 504 .................................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ................................................................................ 3 credits
Health Care Organizations and Delivery Systems

Finance, 3 total credits
HCS 577 ~ ................................................................................ 3 credits
Financial Management in Health Care

Economics, 3 total credits
HCS 552 ~ ................................................................................ 3 credits
Health Care Economics

Performance Measures/Data Quality, 3 total credits
HCS 588 ~ ................................................................................ 3 credits
Measuring Performance Standards

Technology, 3 total credits
HCS 533 ~ ................................................................................ 3 credits
Health Information Systems

Management/HR, 3 total credits
HCS 514 ~ ................................................................................ 3 credits
Managing in Today’s Health Care Organizations

Policy and Organizational Behavior, 3 total credits
HCS 550 ~-------------------------------------------------------------3 credits
Health Care Policy

Legal and Ethics, 3 total credits
HCS 545 ~-------------------------------------------------------------3 credits
Health Law and Ethics

Electives, 6 total credits
Students will select two courses from the following:
HCS 535 ~-------------------------------------------------------------3 credits
Concepts of Population Health
HCS 539 ~-------------------------------------------------------------3 credits
Marketing for Health Care
HCS 567 ~-------------------------------------------------------------3 credits
Entrepreneurship in Health Care
HCS 587 ~-------------------------------------------------------------3 credits
Creating Change within Organizations
HCS 591 ~-------------------------------------------------------------3 credits
Creating a Sustainable Health Care Organization

Gerontology Concentration, 9 total credits
HCS 548 ~-------------------------------------------------------------3 credits
Foundations of Gerontology
HCS 551 ~-------------------------------------------------------------3 credits
Biological and Psychological Aspects of Aging
HCS 557 ~-------------------------------------------------------------3 credits
Social and Cultural Aspects of Aging

Capstone, 3 total credits
HCS 589 ~-------------------------------------------------------------3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/GER
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/GER
- Completion of a minimum of 43 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Master of Health Administration.
- Students who have earned a graduate degree in Health Administration (MHA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/GER degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration (MHA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/GER
Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589

The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program. The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.
Minimum Grade Requirements for the MHA/GER

- Students in this program are required to achieve a minimum grade of "B" (3.0) in following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
- Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA program.

Re-entry for the MHA/GER

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Health Administration Concentration in Informatics

The following Master of Health Administration Concentration in Informatics (MHA/INF) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry. These individuals have a capacity to critically examine and evaluate issues and trends and are influential to the destiny of a broad and dynamic health care system. Curriculum is tailored to the needs of the health care leader/manager by providing content in finance, policy, research, technology, quality improvement, economics and strategic planning. In addition to the University Learning Goals, graduates of the MHA program will: create a strategic plan for a health care organization, analyze the impact of health care policy on delivery and services provided by the industry, evaluate informational technology and security management needs of health care, utilize data to support quality and performance measure decision-making processes for health care entities, demonstrate management of organizational finances within the economic environment of various health care industries, and analyze the impact of various management and leadership theories within health care organizations and delivery systems.

Students can gain additional knowledge through the selection and completion of a 9 credit specialization in their area of interest.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-inf.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to create a strategic plan for a health care organization.
- Students will be able to analyze the impact of health care policy on processes, products and services in the health care industry.
- Students will be able to evaluate informational technology and security management needs of health care.
- Students will be able to evaluate evidence-based data to support quality and performance measures within the health care industry.
- Students will be able to demonstrate management of organizational finances within the economic environment of various health care industries.
- Students will be able to analyze the impact of various management and leadership theories within health care organizations and delivery systems.

MHA/INF Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Introduction, 1 total credit

HCS 504 ~ Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits

HCS 531 ~ Health Care Organizations and Delivery Systems

Finance, 3 total credits

HCS 577 ~ Financial Management in Health Care

Economics, 3 total credits

HCS 552 ~ Health Care Economics

Performance Measures/Data Quality, 3 total credits

HCS 588 ~ Measuring Performance Standards

Technology, 3 total credits

HCS 533 ~ Health Information Systems

Management/HR, 3 total credits

HCS 514 ~ Managing in Today’s Health Care Organizations

Policy and Organizational Behavior, 3 total credits

HCS 550 ~ Health Care Policy
Legal and Ethics, 3 total credits
HCS 545 Health Law and Ethics

Electives, 6 total credits
Students will select two courses from the following:
HCS 535 Concepts of Population Health
HCS 539 Marketing for Health Care
HCS 548 Foundations of Gerontology

Informatics Concentration, 9 total credits
HCI 500 Concepts of Health Care Informatics
HCI 510 Entrepreneurship in Health Care
HCI 520 Systems Life Cycle
HCI 530 Data Management and Design

Capstone, 3 total credits
HCS 589 Health Care Strategic Management

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/INF
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/INF
• Completion of a minimum of 43 credits.
• A minimum program grade point average (GPA) of 3.0.

• Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as:
  Master of Health Administration
• Students who have earned a graduate degree in Health Administration (MHA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/GER degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration (MHA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/INF
Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589

The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program. The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

• Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
• Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.
Minimum Grade Requirements for the MHA/INF

- Students in this program are required to achieve a minimum grade of "B" (3.0) in following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
- Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA program.

Re-entry for the MHA/INF

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Health Administration Concentration in Sustainability Management

The following Master of Health Administration Concentration in Sustainability Management (MHA/SUS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry. These individuals have a capacity to critically examine and evaluate issues and trends and are influential to the destiny of a broad and dynamic health care system. Curriculum is tailored to the needs of the health care leader/manager by providing content in finance, policy, research, technology, quality improvement, economics and strategic planning. In addition to the University Learning Goals, graduates of the MHA program will: create a strategic plan for a health care organization, analyze the impact of health care policy on delivery and services provided by the industry, evaluate informational technology and security management needs of health care, utilize data to support quality and performance measure decision-making processes for health care entities, demonstrate management of organizational finances within the economic environment of various health care industries, and analyze the impact of various management and leadership theories within health care organizations and delivery systems. Students can gain additional knowledge through the selection and completion of a 9 credit specialization in their area of interest.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-sus.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to create a strategic plan for a health care organization.
- Students will be able to analyze the impact of health care policy on processes, products and services in the health care industry.
- Students will be able to evaluate informational technology and security management needs of health care.
- Students will be able to evaluate evidence-based data to support quality and performance measures within the health care industry.
- Students will be able to demonstrate management of organizational finances within the economic environment of various health care industries.
- Students will be able to analyze the impact of various management and leadership theories within health care organizations and delivery systems.

MHA/SUS Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Program Introduction, 1 total credit
HCS 504 ................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ............................................................. 3 credits
Health Care Organizations and Delivery Systems

Finance, 3 total credits
HCS 577 ~ ............................................................. 3 credits
Financial Management in Health Care

Economics, 3 total credits
HCS 552 ~ ............................................................. 3 credits
Health Care Economics

Performance Measures/Data Quality, 3 total credits
HCS 588 ~ ............................................................. 3 credits
Measuring Performance Standards

Technology, 3 total credits
HCS 533 ~ ............................................................. 3 credits
Health Information Systems

Management/HR, 3 total credits
HCS 514 ~ ............................................................. 3 credits
Managing in Today’s Health Care Organizations

Policy and Organizational Behavior, 3 total credits
HCS 550 ~ ............................................................. 3 credits
Health Care Policy
Additional Admission Requirements for the MHA/SUS

Both prerequisites and additional admissions requirements are necessary to be accepted to the MHA/SUS program.

Prerequisites:
- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- A minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Additional Admission Requirements for the MHA/SUS

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma.
- Students who have earned a graduate degree in Health Administration (MHA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/GER degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration (MHA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/SUS

Students in this program may waive a maximum of 9 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver for a course in the required course of study; the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589

The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program. The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/SUS

Students in this program are required to achieve a minimum grade of "B" (3.0) in following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA program.

Re-entry for the MHA/SUS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/Master of Business Administration

The following Dual Degree in Master of Health Administration/Master of Business Administration (MHA/MBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry by providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba.

MHA/MBA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ................................................................. 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ..................................................................... 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ ................................................................. 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ................................................................. 3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ ................................................................. 3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ ................................................................. 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ ................................................................. 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ ................................................................. 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ ................................................................. 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ~ ................................................................. 3 credits
Accounting

Finance, 3 total credits
HCS 577 ~ ................................................................. 3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 ~ ................................................................. 3 credits
Operations Management

Marketing, 3 total credits
MKT 571 ~ ................................................................. 3 credits
Marketing

Facility Design, 3 credits
HCS 529 ~ ................................................................. 3 credits
Contemporary Health Care Facility Design

Technology, 3 total credits
HCS 533 ~ ................................................................. 3 credits
Health Information Systems

Research and Statistics, 3 total credits
QNT 561 ~ ................................................................. 3 credits
Applied Business Research & Statistics

Elective, 6 total credits
HCS 535 ................................................................. 3 credits
Concepts of Population Health
HCS 539 ................................................................. 3 credits
Marketing for Health Care
HCS 548 ................................................................. 3 credits
Foundations of Gerontology
HCS 567 ................................................................. 3 credits
Entrepreneurship in Health Care
HCS 587 ................................................................. 3 credits
Creating Change Within Organizations
HCS 591 ................................................................. 3 credits
Creating a Sustainable Health Care Organization

Strategic Management, 3 total credits
HCS 589 ................................................................. 3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/MBA
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA

- The completion of a minimum of 58 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:
  Master of Health Administration
  Master of Business Administration
- Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/ Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/MBA

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
- The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
- The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
- The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
  - Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
  - Student schedules may need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA

- Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of “B” will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA program.

Re-entry for the MHA/MBA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Gerontology

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Gerontology (MHA/MBA/GR) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry-specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-gr.

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MHA/MBA/GR Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ~ ............................................................................... 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ............................................................................... 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ............................................................................... 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ ............................................................................... 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ............................................................................... 3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ ............................................................................... 3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ ............................................................................... 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ ............................................................................... 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ ............................................................................... 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ ............................................................................... 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ~ ............................................................................... 3 credits
Accounting

Finance, 3 total credits
HCS 577 ~ ............................................................................... 3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 ~ ............................................................................... 3 credits
Operations Management

Marketing, 3 total credits
MKT 571 ~ ............................................................................... 3 credits
Marketing

Facility Design, 3 credits
HCS 529 ~ ............................................................................... 3 credits
Contemporary Health Care Facility Design
University of Phoenix, 2016-2017

Technology, 3 total credits
HCS 533 ......................................................... 3 credits
Health Information Systems

Research and Statistics, 3 total credits
QNT 561 ........................................................ 3 credits
Applied Business Research & Statistics

Elective, 6 total credits
HCS 535 ........................................................ 3 credits
Concepts of Population Health
HCS 539 ........................................................ 3 credits
Marketing for Health Care
HCS 567 ........................................................ 3 credits
Entrepreneurship in Health Care
HCS 587 ........................................................ 3 credits
Creating Change Within Organizations
HCS 591 ........................................................ 3 credits
Creating a Sustainable Health Care Organization

Gerontology Concentration, 15 total credits
HCS 548 ........................................................ 3 credits
Foundations of Gerontology
HCS 551 ........................................................ 3 credits
Biological and Psychological Aspects of Aging
HCS 557 ........................................................ 3 credits
Social and Cultural Aspects of Aging
HCS 565 ........................................................ 3 credits
Organization and Management of Aging Services
HCS 589 ........................................................ 3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/MBA/GR
All applicants are expected to meet the following admissions requirements:

• An undergraduate degree from a regionally approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.

• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/GR

• The completion of a minimum of 70 credits.

• A minimum program grade point average (GPA) of 3.0.

• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:
  Master of Health Administration
  Master of Business Administration

• Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/MBA/GR

• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.

• Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.

• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).

• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501

• The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.

• The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.
Online classroom at Online rates if the program is available via the states. Students may want to consider completing certain courses in the representative for more information.

Availability of programs and concentrations depend on student demand Phoenix campus locations: Online, depending on state of residence. The Track) (MHA/MBA/GR) program may be offered at these University of Business Administration/Concentration in Gerontology (Certificate Track)

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Gerontology (Certificate Track)

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Gerontology (Certificate Track) (MHA/MBA/GR) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students must consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-gr.

MHA/MBA/GR Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 .................................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ .................................................................................. 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ .................................................................................. 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ .................................................................................. 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ .................................................................................. 3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ .................................................................................. 3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ .................................................................................. 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ .................................................................................. 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ .................................................................................. 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ .................................................................................. 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ~ .................................................................................. 3 credits
Accounting

Finance, 3 total credits
HCS 577 ~ .................................................................................. 3 credits
### Financial Management in Health Care

**Operations Management, 3 total credits**
- OPS 571 ~ 3 credits
- Operations Management

**Marketing, 3 total credits**
- MKT 571 ~ 3 credits
- Marketing

**Facility Design, 3 credits**
- HCS 529 ~ 3 credits
- Contemporary Health Care Facility Design

**Technology, 3 total credits**
- HCS 533 ~ 3 credits
- Health Information Systems

**Research and Statistics, 3 total credits**
- QNT 561 ~ 3 credits
- Applied Business Research & Statistics

**Elective, 6 total credits**
- HCS 535 ~ 3 credits
- Concepts of Population Health
- HCS 539 ~ 3 credits
- Marketing for Health Care
- HCS 567 ~ 3 credits
- Entrepreneurship in Health Care
- HCS 587 ~ 3 credits
- Creating Change Within Organizations
- HCS 591 ~ 3 credits
- Creating a Sustainable Health Care Organization

**Gerontology Concentration, 15 total credits**
- HCS 548 ~ 3 credits
- Foundations of Gerontology
- HCS 551 ~ 3 credits
- Biological and Psychological Aspects of Aging
- HCS 557 ~ 3 credits
- Social and Cultural Aspects of Aging
- HCS 565 ~ 3 credits
- Organization and Management of Aging Services
- HCS 589 ~ 3 credits
- Health Care Strategic Management

The University reserves the right to modify the required course of study.

### General Information for the MHA/MBA/GR
- The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

### Additional Admission Requirements for the MHA/MBA/GR
- All applicants are expected to meet the following admissions requirements:
  - An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
  - A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
  - A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
  - All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

### Degree Requirements for the MHA/MBA/GR
- The completion of a minimum of 70 credits.
- A minimum program grade point average (GPA) of 3.0.
- Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:
  - Successful completion of all courses outlined in the enrollment agreement for the certificate.
  - Achievement of the minimum program GPA.
  - Fulfillment of the minimum University residency requirement.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as: Master of Health Administration Master of Business Administration
- En-Route Certificate - Gerontology Health Care Certificate (GHC)

### Residency Requirements and Course Waivers for the MHA/MBA/GR
- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).

• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501

• The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.

• The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.

• The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

• Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.

• Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/GR

• Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of “B” will be scholastically disqualified from the University.

• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/GR program.

Re-entry for the MHA/MBA/GR

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/ Master of Business Administration/Concentration in Informatics

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Informatics (MHA/MBA/IN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-in.

MHA/MBA/IN Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 .................................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ................................................................. 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ................................................................. 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ ................................................................. 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ................................................................. 3 credits
Health Law and Ethics

University of Phoenix, 2016-2017
School of Health Services Administration
Policy, 3 total credits
HCS 550 ~ ......................................................... 3 credits
Health Care Policy
Organizational Leadership, 3 total credits
LDR 531 ~ ........................................................ 3 credits
Organizational Leadership
Quantitative Reasoning, 3 total credits
QRB 501 ~ ........................................................ 3 credits
Quantitative Reasoning for Business
Data Management, 3 total credits
HCS 588 ~ ........................................................ 3 credits
Measuring Performance Standards
Economics, 3 total credits
HCS 552 ~ ........................................................ 3 credits
Health Care Economics
Accounting, 3 total credits
ACC 561 ~ ........................................................ 3 credits
Accounting
Finance, 3 total credits
HCS 577 ~ ........................................................ 3 credits
Financial Management in Health Care
Operations Management, 3 total credits
OPS 571 ~ ........................................................ 3 credits
Operations Management
Marketing, 3 total credits
MKT 571 ~ ........................................................ 3 credits
Marketing
Facility Design, 3 credits
HCS 529 ~ ......................................................... 3 credits
Contemporary Health Care Facility Design
Technology, 3 total credits
HCS 533 ~ ......................................................... 3 credits
Health Information Systems
Research and Statistics, 3 total credits
QNT 561 ~ ........................................................ 3 credits
Applied Business Research & Statistics
Electives, 6 total credits
HCS 535 ~ ......................................................... 3 credits
Concepts of Population Health
HCS 539 ~ ......................................................... 3 credits
Marketing for Health Care
HCS 548 ~ ......................................................... 3 credits
Foundations of Gerontology
HCS 567 ~ ......................................................... 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ......................................................... 3 credits
Creating Change Within Organizations
HCS 591 ~ ......................................................... 3 credits
Creating a Sustainable Health Care Organization
Informatics Concentration, 12 total credits
HCI 500 ~ .......................................................... 3 credits
Concepts of Health Care Informatics
HCS 510 ~ .......................................................... 3 credits
Systems Life Cycle
HCS 520 ~ .......................................................... 3 credits
Data Management and Design
HCS 589 ~ .......................................................... 3 credits
Health Care Strategic Management
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/MBA/IN
All applicants are expected to meet the following admissions requirements:
- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/IN
- The completion of a minimum of 67 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as: Master of Health Administration
  Master of Business Administration
- Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/
  Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/ MBA/IN
- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
  • Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
  • The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
  • The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
  • The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
  • The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
  • Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
  • Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/IN

• Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to achieve a minimum grade of “B” will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/IN program.

Re-entry for the MHA/MBA/IN

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/ Master of Business Administration/Concentration in Informatics (Certificate Track)

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Informatics (Certificate Track) (MHA/MBA/IN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-in.

MHA/MBA/IN Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ............................................................... 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ .............................................................. 3 credits
Health Care Organizations and Delivery Systems
Management, 3 total credits
MGT 521 ~ ................................................................. 3 credits
Management
Human Capital Management, 3 total credits
HRM 531 ~ ................................................................. 3 credits
Human Capital Management
Legal and Ethics, 3 total credits
HCS 545 ~ ................................................................. 3 credits
Health Law and Ethics
Policy, 3 total credits
HCS 550 ~ ................................................................. 3 credits
Health Care Policy
Organizational Leadership, 3 total credits
LDR 531 ~ ................................................................. 3 credits
Organizational Leadership
Quantitative Reasoning, 3 total credits
QRB 501 ~ ................................................................. 3 credits
Quantitative Reasoning for Business
Data Management, 3 total credits
HCS 588 ~ ................................................................. 3 credits
Measuring Performance Standards
Economics, 3 total credits
HCS 552 ~ ................................................................. 3 credits
Health Care Economics
Accounting, 3 total credits
ACC 561 ~ ................................................................. 3 credits
Accounting
Finance, 3 total credits
HCS 577 ~ ................................................................. 3 credits
Financial Management in Health Care
Operations Management, 3 total credits
OPS 571 ~ ................................................................. 3 credits
Operations Management
Marketing, 3 total credits
MKT 571 ~ ................................................................. 3 credits
Marketing
Facility Design, 3 credits
HCS 529 ~ ................................................................. 3 credits
Contemporary Health Care Facility Design
Technology, 3 total credits
HCS 533 ~ ................................................................. 3 credits
Health Information Systems
Research and Statistics, 3 total credits
QNT 561 ~ ................................................................. 3 credits
Applied Business Research & Statistics
Electives, 6 total credits
HCS 535 ~ ................................................................. 3 credits
Concepts of Population Health
HCS 539 ~ ................................................................. 3 credits
Marketing for Health Care
HCS 548 ~ ................................................................. 3 credits
Foundations of Gerontology
HCS 567 ~ ................................................................. 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ................................................................. 3 credits
Creating Change Within Organizations
HCS 591 ~ ................................................................. 3 credits
Creating a Sustainable Health Care Organization
Informatics Concentration, 12 total credits
HCI 500 ~ ................................................................. 3 credits
Concepts of Health Care Informatics
HCI 510 ~ ................................................................. 3 credits
Systems Life Cycle
HCI 520 ~ ................................................................. 3 credits
Data Management and Design
HCS 589 ~ ................................................................. 3 credits
Health Care Strategic Management
The University reserves the right to modify the required course of study.

General Information for the MHA/MBA/IN

- The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the MHA/MBA/IN

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/IN

- The completion of a minimum of 67 credits.
- A minimum program grade point average (GPA) of 3.0.
Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:

- Successful completion of all courses outlined in the enrollment agreement for the certificate.
- Achievement of the minimum program GPA.
- Fulfillment of the minimum University residency requirement.

Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:

Master of Health Administration
Master of Business Administration

En-Route Certificate - Health Care Informatics Certificate (HCI)

Residency Requirements and Course Waivers for the MHA/MBA/IN

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
- The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program.
- The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.

- The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/IN

- Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of “B” will be scholastically disqualified from the University.
- Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/IN program.

Re-entry for the MHA/MBA/IN

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/ Master of Business Administration/Concentration in Sustainability Management

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Sustainability Management (MHA/MBA/SM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific...
skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-sm.

MHA/MBA/SM Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Introduction, 1 total credit**

HCS 504 ~ Introduction to Graduate Study in Health Sciences/Nursing

**Health Care Systems, 3 total credits**

HCS 531 ~ Health Care Organizations and Delivery Systems

**Management, 3 total credits**

MGT 521 ~ Management

**Human Capital Management, 3 total credits**

HRM 531 ~ Human Capital Management

**Legal and Ethics, 3 total credits**

HCS 545 ~ Health Law and Ethics

**Policy, 3 total credits**

HCS 550 ~ Health Care Policy

**Organizational Leadership, 3 total credits**

LDR 531 ~ Organizational Leadership

**Quantitative Reasoning, 3 total credits**

QRB 501 ~ Quantitative Reasoning for Business

**Data Management, 3 total credits**

HCS 588 ~ Measuring Performance Standards

**Economics, 3 total credits**

HCS 552 ~ Health Care Economics

**Accounting, 3 total credits**

ACC 561 ~ Accounting

**Finance, 3 total credits**

HCS 577 ~ Financial Management in Health Care

Operations Management

**Operations Management, 3 total credits**

OPS 571 ~ Operations Management

**Marketing, 3 total credits**

MKT 571 ~ Marketing

**Facility Design, 3 credits**

HCS 529 ~ Contemporary Health Care Facility Design

**Technology, 3 total credits**

HCS 533 ~ Health Information Systems

**Research and Statistics, 3 total credits**

QNT 561 ~ Applied Business Research & Statistics

**Electives, 6 total credits**

HCS 535 ~ Concepts of Population Health

HCS 539 ~ Marketing for Health Care

**Creating Change Within Organizations**

HCS 587 ~ Entrepreneurship in Health Care

**Sustainability Management Concentration, 12 total credits**

HCS 591 ~ Creating a Sustainable Health Care Organization

HCS 593 ~ Economics of Sustainability

HCS 596 ~ Issues in Environmental Sustainability

HCS 589 ~ Health Care Strategic Management

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MHA/MBA/SM**

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/SM
• The completion of a minimum of 67 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as: Master of Health Administration Master of Business Administration
• Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/ Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/ MBA/SM
• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
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• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501

• The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program.
• The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.
• The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
  • Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
  • Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/SM
• Students in this program are required to achieve a minimum grade of "B" (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/SM program.

Re-entry for the MHA/MBA/SM
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
**Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Sustainability Management (Certificate Track)**

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Sustainability Management (Certificate Track) (MHA/MBA/SM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-sm.

**MHA/MBA/SM Program Category Requirements**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Introduction, 1 total credit</td>
<td>HCS 504</td>
<td>1</td>
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<tr>
<td></td>
<td>HCS 531</td>
<td>3</td>
</tr>
<tr>
<td>Health Care Organizations and Delivery Systems</td>
<td>HCS 531</td>
<td>3</td>
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<tr>
<td>Management, 3 total credits</td>
<td>MGT 521</td>
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<td>Human Capital Management, 3 total credits</td>
<td>HRM 531</td>
<td>3</td>
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<tr>
<td>Legal and Ethics, 3 total credits</td>
<td>HCS 545</td>
<td>3</td>
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<tr>
<td>Policy, 3 total credits</td>
<td>HCS 550</td>
<td>3</td>
</tr>
<tr>
<td>Health Care Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Leadership, 3 total credits</td>
<td>LDR 531</td>
<td>3</td>
</tr>
<tr>
<td>Quantitative Reasoning, 3 total credits</td>
<td>QRB 501</td>
<td>3</td>
</tr>
<tr>
<td>Data Management, 3 total credits</td>
<td>HCS 588</td>
<td>3</td>
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<tr>
<td>Accounting, 3 total credits</td>
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<td>Finance, 3 total credits</td>
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<td>Operations Management, 3 total credits</td>
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<td>Technology, 3 total credits</td>
<td>HCS 533</td>
<td>3</td>
</tr>
<tr>
<td>Research and Statistics, 3 total credits</td>
<td>QNT 561</td>
<td>3</td>
</tr>
<tr>
<td>Electives, 6 total credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concepts of Population Health</td>
<td>HCS 539</td>
<td>3</td>
</tr>
<tr>
<td>Marketing for Health Care</td>
<td>HCS 548</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Gerontology</td>
<td>HCS 567</td>
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<td>Entrepreneurship in Health Care</td>
<td>HCS 587</td>
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<tr>
<td>Creating Change Within Organizations</td>
<td></td>
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<tr>
<td>Sustainability Management Concentration, 12 total credits</td>
<td>HCS 591</td>
<td>3</td>
</tr>
</tbody>
</table>

**Course Descriptions**

- **Health Care Policy**
  - Organizational Leadership: 3 total credits
  - Quantitative Reasoning: 3 total credits
  - Data Management: 3 total credits
  - Accounting: 3 total credits
  - Finance: 3 total credits
  - Operations Management: 3 total credits
  - Marketing: 3 total credits
  - Technology: 3 total credits
  - Research and Statistics: 3 total credits
  - Electives: 6 total credits

- **Health Care Policy**
  - Concepts of Population Health: 3 total credits
  - Marketing for Health Care: 3 total credits
  - Foundations of Gerontology: 3 total credits
  - Entrepreneurship in Health Care: 3 total credits
  - Creating Change Within Organizations: 3 total credits
  - Sustainability Management Concentration: 3 total credits

**Note:** The course descriptions are placeholders and may not reflect the actual course content. For detailed information, please refer to the University of Phoenix catalog or website.
General Information for the MHA/MBA/SM

- A minimum program grade point average (GPA) of 3.0.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the MHA/MBA/SM

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/SM

- The completion of a minimum of 67 credits.
- A minimum program grade point average (GPA) of 3.0.
- Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:
  - Successful completion of all courses outlined in the enrollment agreement for the certificate.
  - Achievement of the minimum program GPA.
  - Fulfillment of the minimum University residency requirement.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:
  - Master of Health Administration
  - Master of Business Administration
- En-Route Certificate - Graduate Health Care Sustainability Management Certificate (CERT/G-HCS)

Residency Requirements and Course Waivers for the MHA/MBA/SM

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
- The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
- The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
- The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
  - Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
  - Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/SM

- Students in this program are required to achieve a minimum grade of "B" (3.0) in the following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Strategic Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>Issues in Environmental Sustainability</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/SM program.

Re-entry for the MHA/MBA/SM
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Human Resource Management

The following Dual Degree in Master of Health Administration/Master of Business Administration with a Concentration in Human Resource Management (MHA/MBA/HR) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-hr.

MHA/MBA/HR Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ~ .................................................................................1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ................................................................................3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ................................................................................3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ ................................................................................3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ................................................................................3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ ................................................................................3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ ................................................................................3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ ................................................................................3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ ................................................................................3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ ................................................................................3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ~ ................................................................................3 credits
Accounting

Finance, 3 total credits
HCS 577 ~ ................................................................................3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 ~ ................................................................................3 credits
Operations Management

Marketing, 3 total credits
MKT 571 ~ ................................................................................3 credits
Marketing

Facility Design, 3 credits
HCS 529 ~ ................................................................................3 credits
Contemporary Health Care Facility Design
Technology, 3 total credits
HCS 533 ~ ................................................................. 3 credits
Health Information Systems
Research and Statistics, 3 total credits
QNT 561 ~ ................................................................. 3 credits
Applied Business Research & Statistics
Electives, 6 total credits
Concepts of Population Health
HCS 539 ~ ................................................................. 3 credits
Marketing for Health Care
HCS 548 ~ ................................................................. 3 credits
Foundations of Gerontology
HCS 567 ~ ................................................................. 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ................................................................. 3 credits
Creating Change Within Organizations
HCS 591 ~ ................................................................. 3 credits
Creating a Sustainable Health Care Organization
Human Resource Management Concentration, 12 total credits
Students earning a Human Resource Management concentration will complete HRM 595 and select 9 credits from the Human Resource Management concentration elective coursework.
HRM 546 ~ ................................................................. 3 credits
Human Resource Law
HRM 558 ~ ................................................................. 3 credits
Research in Human Resource Management
HRM 548 ~ ................................................................. 3 credits
Recruitment and Retention Practices
HRM 552 ~ ................................................................. 3 credits
Organizational Training and Development
HRM 595 (Required course) ................................................. 3 credits
Human Resource Capstone Course
Strategic Management, 3 total credits
HCS 589 ~ ................................................................. 3 credits
Health Care Strategic Management
The University reserves the right to modify the required course of study.
Additional Admission Requirements for the MHA/MBA/HR
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally recognized, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/HR
• The completion of a minimum of 70 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as: Master of Health Administration Master of Business Administration
• Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GHR degree and a GHR certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/ Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/ MBA/HR
• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
• The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
• The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
• The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
• Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
• Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/HR

Students in this program are required to achieve a minimum grade of "B" (3.0) in the following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.

• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/HR program.

Re-entry for the MHA/MBA/HR

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Human Resource Management (Certificate Track)

The following Dual Degree in Master of Health Administration/Master of Business Administration with a Concentration in Human Resource Management (Certificate Track) (MHA/MBA/HR) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) / Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-hr.

MHA/MBA/HR Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ..................................................................................1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ..................................................................................3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ..................................................................................3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ~ ..................................................................................3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ..................................................................................3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ ..................................................................................3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ ................................................................. 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ ................................................................. 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ ................................................................. 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ ................................................................. 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ~ ................................................................. 3 credits
Accounting

Finance, 3 total credits
HCS 577 ~ ................................................................. 3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 ~ ................................................................. 3 credits
Operations Management

Marketing, 3 total credits
MKT 571 ~ ................................................................. 3 credits
Marketing

Facility Design, 3 credits
HCS 539 ~ ................................................................. 3 credits
Contemporary Health Care Facility Design

Technology, 3 total credits
HCS 533 ~ ................................................................. 3 credits
Health Information Systems

Research and Statistics, 3 total credits
QNT 561 ~ ................................................................. 3 credits
Applied Business Research & Statistics

Electives, 6 total credits
HCS 535 ~ ................................................................. 3 credits
Concepts of Population Health
HCS 539 ~ ................................................................. 3 credits
Marketing for Health Care
HCS 548 ~ ................................................................. 3 credits
Foundations of Gerontology
HCS 567 ~ ................................................................. 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ................................................................. 3 credits
Creating Change Within Organizations
HCS 591 ~ ................................................................. 3 credits
Creating a Sustainable Health Care Organization

Human Resource Management Concentration, 12 total credits

Students earning a Human Resource Management concentration will complete HRM 595 and select 9 credits from the Human Resource

Management concentration elective coursework.

HRM 546 ~ ................................................................. 3 credits
Human Resource Law

HRM 558 ~ ................................................................. 3 credits
Research in Human Resource Management

HRM 548 ~ ................................................................. 3 credits
Recruitment and Retention Practices

HRM 552 ~ ................................................................. 3 credits
Organizational Training and Development

HRM 595 (Required course) ~ ......................................... 3 credits
Human Resource Capstone Course

Strategic Management, 3 total credits

HCS 589 ~ ................................................................. 3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of study.

General Information for the MHA/MBA/HR

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.

- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/HR

- The completion of a minimum of 70 credits.

- A minimum program grade point average (GPA) of 3.0.

- Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:

  - Successful completion of all courses outlined in the enrollment agreement for the certificate.
  - Achievement of the minimum program GPA.
En-Route Certificate - Graduate Human Resource Management Certificate (CERT/G-HRM)

**Residency Requirements and Course Waivers for the MHA/MBA/HR**

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
- The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
- The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
- The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

**Minimum Grade Requirements for the MHA/MBA/HR**

- Students in this program are required to achieve a minimum grade of "B" (3.0) in the following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.
- Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/HR program.

**Re-entry for the MHA/MBA/HR**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Dual Degree in Master of Health Administration/ Master of Business Administration/Concentration in Project Management**

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Project Management (MHA/MBA/PM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex...
management problems for a growing industry. In addition, the
dual degree offers students to customize the curriculum by select-
ing elective courses to maximize career goals and opportunities.
For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/
programs/mha-mba-pm.

MHA/MBA/PM Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol
following the course number. Course descriptions for all courses
are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ .......................................................... 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 ~ ......................................................... 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 ............................................................ 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ .......................................................... 3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ .......................................................... 3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ............................................................. 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 ~ .......................................................... 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 ~ .......................................................... 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 ~ .......................................................... 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 ............................................................ 3 credits
Accounting

Finance, 3 total credits
HCS 577 ............................................................ 3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 ~ .......................................................... 3 credits
Operations Management

Marketing, 3 total credits
MKT 571 ............................................................ 3 credits

Marketing

Facility Design, 3 credits
HCS 529 ~ .......................................................... 3 credits
Contemporary Health Care Facility Design

Technology, 3 total credits
HCS 533 ~ .......................................................... 3 credits
Health Information Systems

Research and Statistics, 3 total credits
QNT 561 ~ .......................................................... 3 credits
Applied Business Research & Statistics

Electives, 6 total credits
HCS 535 ~ .......................................................... 3 credits
Concepts of Population Health
HCS 539 ~ .......................................................... 3 credits
Marketing for Health Care
HCS 548 ~ .......................................................... 3 credits
Foundations of Gerontology
HCS 567 ~ .......................................................... 3 credits
Entrepreneurship in Health Care
HCS 587 ~ .......................................................... 3 credits
Creating Change Within Organizations
HCS 591 ~ .......................................................... 3 credits
Creating a Sustainable Health Care Organization

Project Management Concentration, 15 total credits
PM 571 ~ .......................................................... 3 credits
Project Management
PM 582 ~ .......................................................... 3 credits
Project Leadership
PM 584 ~ .......................................................... 3 credits
Project Risk Management
PM 586 ~ .......................................................... 3 credits
Project Quality Management
PM 598 ~ .......................................................... 3 credits
Project Management Capstone

Strategic Management, 3 total credits
HCS 589 ~ .......................................................... 3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of
study.

Additional Admission Requirements for the MHA/MBA/PM
All applicants are expected to meet the following admissions
requirements:
• An undergraduate degree from a regionally or approved
nationally accredited, or candidate for accreditation, college or
university or comparable undergraduate bachelor’s degree
earned at a recognized foreign institution or a graduate degree
from an ABA accredited institution (i.e.- JD, LLB, LLM). If the
institution became accredited while the student was attending, a
minimum of 75% of the coursework taken toward the degree
must have been completed while the institution was accredited
or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/PM
• The completion of a minimum of 73 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as: Master of Health Administration Master of Business Administration
• Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/ MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration/Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/MBA/PM
• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
• The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
• The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
• Students must earn a B or better in the doctoral level courses in order to apply them towards the doctoral program.
• Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA/PM
• Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of “B” will be scholastically disqualified from the University.
• Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA/PM program.

Re-entry for the MHA/MBA/PM
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Project Management (Certificate Track)

The following Dual Degree in Master of Health Administration/Master of Business Administration/Concentration in Project Management (Certificate Track) (MHA/MBA/PM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA)/Master of Business Administration (MBA) dual degree program prepares leaders who can effectively respond to the dynamic and ever-changing health care industry while providing in-depth knowledge to business management practices. The dual degree provides graduates with a distinct edge and greater flexibility in shaping a meaningful career by covering essential business knowledge and industry specific skills. Students have the capacity to critically examine and evaluate issues and trends that are influential to the destiny of a broad and evolving health care system. Curriculum is tailored to the needs of the health care business leader by providing content in areas such as finance, policy, research, technology, human resources, economics, marketing, and strategic planning. The program also emphasizes the identification, analysis, and solution of complex management problems for a growing industry. In addition, the dual degree offers students to customize the curriculum by selecting elective courses to maximize career goals and opportunities. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/mha-mba-pm.

MHA/MBA/PM Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit

HCS 504 ~ ................................................................................ 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits

HCS 531 ~ ................................................................................ 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits

MGT 521 ~ ................................................................................ 3 credits
Management

Human Capital Management, 3 total credits

HRM 531 ~ ................................................................................ 3 credits
Human Capital Management
HRM 531PR (Puerto Rico Students) ~ ........................................... 3 credits
Human Capital Management

Legal and Ethics, 3 total credits

HCS 545 ~ ................................................................................ 3 credits
Health Law and Ethics

Policy, 3 total credits

HCS 550 ~ ................................................................................ 3 credits
Health Care Policy

Organizational Leadership, 3 total credits

LDR 531 ~ ................................................................................ 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits

QRB 501 ~ ................................................................................ 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits

HCS 588 ~ ................................................................................ 3 credits
Measuring Performance Standards

Economics, 3 total credits

HCS 552 ~ ................................................................................ 3 credits
Health Care Economics

Accounting, 3 total credits

ACC 561 ~ ................................................................................ 3 credits
Accounting
ACC 561PR (Puerto Rico Students) ~ ........................................... 3 credits
Accounting

Finance, 3 total credits

HCS 577 ~ ................................................................................ 3 credits
Financial Management in Health Care

Operations Management, 3 total credits

OPS 571 ~ ................................................................................ 3 credits
Operations Management

Marketing, 3 total credits

MKT 571 ~ ................................................................................ 3 credits
Marketing

Facility Design, 3 credits

HCS 529 ~ ................................................................................ 3 credits
Contemporary Health Care Facility Design

Technology, 3 total credits

HCS 533 ~ ................................................................................ 3 credits
Health Information Systems

Research and Statistics, 3 total credits

QNT 561 ~ ................................................................................ 3 credits
Applied Business Research & Statistics

Electives, 6 total credits

HCS 535 ~ ................................................................................ 3 credits
Concepts of Population Health
HCS 539 ~ ................................................................................ 3 credits
Marketing for Health Care
HCS 548 ~ ................................................................................ 3 credits
Foundations of Gerontology
HCS 567 ~ ................................................................................ 3 credits
Entrepreneurship in Health Care
HCS 587 ~ ................................................................................ 3 credits
Creating Change Within Organizations
HCS 591 ~ ................................................................................ 3 credits

School of Health Services Administration

University of Phoenix, 2016-2017
Project Management Concentration, 15 total credits
PM 571 ~ ................................................................. 3 credits
PM 582 ~ ................................................................. 3 credits
PM 584 ~ ................................................................. 3 credits
PM 586 ~ ................................................................. 3 credits
PM 598 ~ ................................................................. 3 credits
Project Management Capstone
Somewhat Management, 3 total credits
HCS 589 ~ ................................................................. 3 credits
Health Care Strategic Management

The University reserves the right to modify the required course of study.

General Information for the MHA/MBA/PM

• The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
• Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the MHA/MBA/PM
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA/PM
• The completion of a minimum of 73 credits.
• A minimum program grade point average (GPA) of 3.0.
• Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:
  • Successful completion of all courses outlined in the enrollment agreement for the certificate.
  • Achievement of the minimum program GPA.
• Fulfillment of the minimum University residency requirement.
• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:
  Master of Health Administration
  Master of Business Administration
• En-Route Certificate - Graduate Project Management Certificate (G-PM)

Residency Requirements and Course Waivers for the MHA/MBA/PM
• Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
• In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
• Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501
• The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
• The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
• The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
• Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
Minimum Grade Requirements for the MHA/MBA/PM

- Students in this program are required to achieve a minimum grade of "B" (3.0) in the following course: HCS 589. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University.

Accreditation- School of Nursing Programs

The Bachelor of Science in Nursing and Master of Science in Nursing programs at University of Phoenix are accredited by the Commission on Collegiate Nursing Education (CCNE) One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. http://www.aacn.nche.edu/ccne-accreditation

International Nursing Honor Society

The mission of Sigma Theta Tau International (STTI) is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The honor society provides products and services that advance the learning and professional development of members and all nurses who strive to improve the health of the world’s people.

University of Phoenix, School of Nursing is a member of the Omicron Delta chapter of STTI, a virtual chapter that support members across the globe. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Undergraduate students must have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of his/her graduating class, achieved academic excellence (at least a 3.0 on a 4.0 grade point average scale) and met the expectation of academic integrity. Graduate students must have completed at least 1/4 of the nursing curriculum, achieved academic excellence (at least 3.5 on a 4.0 grade point average scale) and met the expectation of academic integrity.

STTI has more than 135,000 active members who reside in more than 85 countries. There are roughly 500 chapters at approximately 695 higher education institutions. To learn more about STTI visit their website at www.nursingsociety.org. To learn more about the Omicron Delta chapter visit their website at http://www.omicron-delta.net.

Academic Progression Requirements for all Current Nursing Programs (excluding BSN/J)

License Requirement

PN/VN to BSN students must possess an active unrestricted/unencumbered PN or VN license in the state where they are completing clinical hours. PN/VN to BSN students must hold a valid and unrestricted/unencumbered PN or VN license in all states and jurisdictions in which the applicant holds an active nursing license. RN to BSN, MSN and post-master’s certificate students must hold a valid, unrestricted/unencumbered RN license in all states and jurisdictions in which the applicant holds an active nursing license. Students must also hold a valid and unrestricted/unencumbered RN license for the state in which they practice. All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. With the exception of Hawaii, VA, and active duty military students are allowed to practice nursing in a state or country where they are not licensed as long as they are practicing nursing in a federal facility. In Hawaii, students must possess a valid Hawaii license.

Scholastic Disqualification

Students who receive a non-passing grade in a Nursing CORE course (CORE courses are listed in the program description of each program handbook chapter) will be required to meet with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns prior to retaking the course that placed the student on scholastic disqualification. Students will also be required to complete and sign an Academic Progression Student Agreement Form. For Students signing an enrollment agreement 10/1/2015 or later: Students are permitted one retake of a nursing course due to non-passing grades. Students who fail to achieve the minimum grade on a second course will be scholastically suspended and permanently withdrawn from their nursing program.

Drug Testing

Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse, or otherwise indicates that the student may be impaired by drugs or alcohol without reasonable justification, will be required to undergo a “for-cause” 10-panel drug screen plus an alcohol drug test.

1. For purposes of this policy, the following definitions apply:

- Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens from the human body for the purpose of detecting the use of drugs or alcohol.
Impaired means that a person's mental or physical capabilities to submit to any "for cause" drug testing required by the University and testing required by each agency or health care facility in which a student is assigned as applicable, level of function as compared to that previously observed, or the consumption, possession, or distribution of alcohol or illegal drugs. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents, without reasonable justification. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to: theodor of alcohol or drugs, stimulants; depressants; narcotic or hallucinogenic drugs; cannabis substances, such as marijuana and hashish; cocaine; heroin; methamphetamine; phencyclidine (PCP); and so-called designer drugs and look-alike drugs.

Impaired means that a person's mental or physical capabilities are reduced below his or her normal levels without reasonable justification. An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon alcohol or illegal drugs.

Substance abuse means:

- the consumption, possession, or distribution of alcohol or illegal drugs by a nursing student while on University or affiliated clinical site premises or while participating in any University (or affiliated clinical site) sponsored or related activity, including any nursing-related course or clinical training activity.
- a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired.

Prior to being assigned to a clinical placement and as a prerequisite for placement at any agency or health care facility the nursing student shall sign an agreement:

- to abide by the drug policies and drug testing policies of the University and each agency or health care facility in which a student is assigned as applicable,
- to submit to any "for cause" drug testing required by the University and testing required by each agency or health care facility the nursing student obtains clinical hours, and
- to release a copy of any and all drug test results to the University of Phoenix, Dean/Associate Dean of Nursing, other appropriate University officials, and to any State Board(s) of Nursing in which the student holds a nursing license or certificate, where required by the relevant State Board(s) of Nursing. Failure to sign such agreement is grounds for refusal for student admission and progression in the program.

3. The College of Health Professions, School of Nursing requires students to obtain a 10 panel, plus alcohol drug test if the student's behavior in the clinical, classroom or laboratory setting creates facts that give rise to a reasonable suspicion of substance abuse, or indicates they are impaired by alcohol or drugs.

4. If the results of the 10 panel, plus alcohol drug test is negative for alcohol or illegal drugs:

- The student shall meet with their Campus College Chair, Director of Nursing, or NP Program Manager within 24 hours or by the first business day following the test results to discuss the circumstances surrounding suspected behavior.
- The Campus College Chair, Director of Nursing, or NP Program Manager will counsel the student regarding return to the classroom and clinical agency. The preliminary investigation will cease and the student will be released from further action at that time.
- The Campus College Chair, Director of Nursing, or NP Program Manager will arrange for the student to make up the missed clinical hours.

5. If the results of the 10 panel, plus alcohol drug test is positive for alcohol or illegal drugs:

- A full review by the Office of Dispute Management and Apollo Ethics and Compliance shall be conducted. Students who test positive for alcohol or illegal drugs will not be permitted to return to any clinical setting pending conclusion of the review. The findings may result in student dismissal from the nursing program and expulsion from the University.
- The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.

6. If the results of the 10 panel, plus alcohol drug test(s) are positive for a prescribed drug(s) but not those that would be defined as illegal in the definitions above:

- The student shall, within three (3) business days, obtain a written statement from their treating, licensed health care provider (MD, DO, HMD, ND/NMD, NP or PA) stating that:
  - the drug level is within prescribed limits.
  - the level does not indicate abuse.
  - the student's use of the drug as prescribed will not interfere with safe practice in the clinical area.

This statement must be provided to the Campus College Chair, Director of Nursing, or NP Program Manager. If the statement is approved, then the test result will be deemed acceptable and not failed for these purposes.

- The failure of a student to provide the above statement or a health care provider's inability to provide a statement meeting the requirements above shall be treated as a positive test for an illegal drug.

7. Students who refuse to submit to a "for-cause" drug test will not be allowed to return to any clinical setting pending conclusion of a full review by the Office of Dispute Management and Apollo Ethics and Compliance. The findings may result in dismissal from the
nursing program and expulsion from the University. The results of a positive test for illegal drugs as defined herein or a refusal to undergo a required drug test will be reported to the applicable State Board of Nursing where required by the applicable State Board(s) of Nursing’s statute(s) or regulation(s).

8. Students must also adhere to any other additional policies prescribed by the clinical agency. It is the sole responsibility of the student to read and acknowledge the requirements of the clinical health care facility in addition to University policy.

9. All costs associated with the drug test, including any transportation costs to or from the drug testing facility, will be the responsibility of the student.

10. University of Phoenix, College of Health Professions, School of Nursing, campus officials may be required to report all failed drug tests to each State Board of Nursing in which the student holds a nursing license or certificate. Campus officials shall report test results to all applicable State Boards of Nursing as described in the applicable Board’s statutes and/or regulations.

Master of Science in Nursing Concentration in Nurse Administration

The following Master of Science in Nursing Concentration in Nurse Administration (MSN/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Nursing with a concentration in Nursing Administration (MSN/ADM) program prepares registered nurses to become leaders in the field of Nursing Administration. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Specialty Administration courses allow students to focus on contemporary industry-required competencies such as: leadership and management within and between diverse healthcare organizations; communication, collaboration, and relationship management within interprofessional teams; systems thinking and design as a means to improve quality, safety, patient outcomes, and reduce risk.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-adm.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing administration. The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Upon completing the program, graduates with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam.

MSN/ADM Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 511</td>
<td>Contemporary Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NSG 512</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NSG 513</td>
<td>Inter-professional Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>NSG 514</td>
<td>Health Law, Policy, Ethics, and Global Trends</td>
<td>3</td>
</tr>
<tr>
<td>NSG 516AD</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>NSG 557</td>
<td>Organizational Dynamics and Systems Thinking</td>
<td>3</td>
</tr>
<tr>
<td>NSG 577</td>
<td>Continuous Quality Monitoring and Outcomes Improvement</td>
<td>3</td>
</tr>
<tr>
<td>NSG 547</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>NSG 567</td>
<td>Financial Resources Management in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NSG 517AD</td>
<td>Practicum II</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Elective Requirement ........................................... 6 credits

The University reserves the right to modify the required course of study.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter practice. www.abn.alabama.gov

Additional Admission Requirements for the MSN/ADM

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• Students with regionally or approved nationally accredited undergraduate degrees in a field other than nursing are required to enroll in the MSN Bridge program.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

• Current employment is not a requirement for admission.
• Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands

• International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  - Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  - All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  - A signed Foreign Nursing Memorandum of Understanding
  - Signed Criminal Background Check Disclosure
  - Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  - Signed FERPA Release/Drug Test or Failure to Test Results
  - Signed Clinical Assurance Statement form

**Degree Requirements for the MSN/ADM**

• Completion of a minimum of 36 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diploma.
  
  The diploma awarded for this program will read as: Master of Science in Nursing

**Academic Progression Requirements for the MSN/ADM**

• Students must hold a valid, unrestricted/unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
• Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
• A clinical course may not be taken concurrently with any other course.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

**Minimum Grade Requirements for the MSN/ADM**

• All MSN bridge and graduate level MSN courses must be completed with a grade of C or better. Grades “C-“ are not accepted. Students who do not pass these courses with a grade of C or better will be scholarshipally disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MSN program.
• Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholarshipally suspended, permanently withdrawn, from the Master of Science in Nursing program.
• Students who have been scholarshipally disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholarshipal disqualification and satisfy the grade requirement.

**Residency Requirements and Course Waivers for the MSN/ADM**

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516AD, NSG 517AD, NSG 547, NSG 557, NSG 567, NSG 577

The 6 credit Graduate Elective Requirement for the MSN/ADM
may be satisfied by the following means:

• An approved University of Phoenix Graduate Elective course.
• Graduate transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C or better.

Re-entry for the MSN/ADM

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration

The following Master of Science in Nursing Concentration in Nurse Administration Bridge (MSN/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Nursing with a concentration in Nursing Administration (MSN/ADM) program prepares registered nurses to become leaders in the field of Nursing Administration. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Specialty Administration courses allow students to focus on contemporary industry-required competencies such as: leadership and management within and between diverse healthcare organizations; communication, collaboration, and relationship management within interprofessional teams; systems thinking and design as a means to improve quality, safety, patient outcomes, and reduce risk.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-adm.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing administration. The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Upon completing the program, graduates with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam.

MSN/ADM Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). To ensure course scheduling availability, the College of Health Professions, School of Nursing recommends the following course selections to satisfy the bridge requirements:

Nursing Bridge 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 416</td>
<td>is the preferred option to satisfy the Nursing Bridge 1 requirement.</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 416</td>
<td>Theoretical Development and Conceptual Frameworks</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 415</td>
<td>Theory-Based Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 403</td>
<td>Theories and Models of Nursing Practice</td>
<td>3 credits</td>
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Nursing Bridge 2

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 451</td>
<td>is the preferred option to satisfy Nursing Bridge 2.</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 451</td>
<td>Professional Nursing Leadership Perspectives</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 397</td>
<td>Professional Nursing Role</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 440</td>
<td>Professional Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 440</td>
<td>Health Assessment and Promotion for Vulnerable Population</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Nursing Bridge 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 456</td>
<td>is the preferred course option to satisfy the Nursing Bridge 3 requirement.</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 456</td>
<td>Research Outcomes Management for the Practicing Nurse</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 455</td>
<td>Evidence-Based Practice and Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 443</td>
<td>Evidence-Based Nursing Research and Practice</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Required Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 416</td>
<td>Theoretical Development and Conceptual Frameworks</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 451</td>
<td>Professional Nursing Leadership Perspectives</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 456</td>
<td>Research Outcomes Management for the Practicing Nurse</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Contemporary Nursing Practice
NSG 512 ~ .................................................................3 credits
Nursing Research
NSG 513 ~ .................................................................3 credits
Inter-professional Leadership and Management
NSG 514 ~ .................................................................3 credits
Health Law, Policy, Ethics, and Global Trends
NSG 516AD ~ .............................................................3 credits
Practicum I
NSG 557 ~ .................................................................3 credits
Organizational Dynamics and Systems Thinking
NSG 577 ~ .................................................................3 credits
Continuous Quality Monitoring and Outcomes Improvement
NSG 547 ~ .................................................................3 credits
Human Resources Management
NSG 567 ~ .................................................................3 credits
Financial Resources Management in Health Care
NSG 517AD ~ .............................................................3 credits
Practicum II
Graduate Elective Requirement.................................6 credits

The University reserves the right to modify the required course of study.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice program approved, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter practice. www.abn.alabama.gov

Additional Admission Requirements for the MSN/ADM

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Students with regionally or approved nationally accredited undergraduate degrees in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Current employment is not a requirement for admission.
- Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
- International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  - Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  - All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
    - A signed Foreign Nursing Memorandum of Understanding
    - Signed Criminal Background Check Disclosure
    - Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
    - Signed FERPA Release/Drug Test or Failure to Test Results
    - Signed Clinical Assurance Statement form

Degree Requirements for the MSN/ADM

- Completion of a minimum of 45 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Master of Science in Nursing

Academic Progression Requirements for the MSN/ADM

- Students enrolling in the MSN bridge program must complete the three MSN bridge courses with a C or better in each course prior to enrolling in NSG 511 - Contemporary Nursing Practice.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
- A clinical course may not be taken concurrently with any other course.
- Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a "for-cause" 10 panel, plus alcohol drug test.
Minimum Grade Requirements for the MSN/ADM

- All MSN bridge and graduate level MSN courses must be completed with a grade of C or better. Grades “C-” are not accepted. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MSN program.
- Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/ADM

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516AD, NSG 517AD, NSG 547, NSG 557, NSG 567, NSG 577.

The 6 credit Graduate Elective Requirement for the MSN/ADM may be satisfied by the following means:

- An approved University of Phoenix Graduate Elective course.
- Graduate transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C or better.

Re-Entry for the MSN/ADM

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  - The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Administration-International

The following Master of Science in Nursing Concentration in Nurse Administration-International (MSN/ADM-I) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Nursing (MSN) program, accredited by the Commission on Collegiate Nursing Education (CCNE)*, enhances the knowledge and skills of registered nurses with baccalaureate-degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and education settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete core courses in advanced nursing content, process, and leadership. Concentrations in nursing administration, nursing education, or family nurse practitioner allow students to concentrate on developing increased knowledge and skills in a specific area of content or advanced practice role.

*The Masters of Science degree programs are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202)887-6791.
information, please visit our website at http://www.phoenix.edu/programs/msn-adm.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Nursing graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to evaluate nursing and related sciences and humanities in all aspects of safe individually focused care for diverse populations in a variety of settings.
• Students will be able to apply organizational and systems leadership concepts to the management of human, fiscal and physical health care resources for diverse populations in a variety of settings.
• Students will be able to evaluate processes and systems for continuous quality improvement across the care continuum in a variety of settings.
• Students will be able to synthesize scholarship from a variety of sources and translate to promote implementation of evidence-based practice.
• Students will be able to evaluate informatics and health care technologies for integration into practice for enhanced care outcomes.
• Students will be able to evaluate health care policy, regulatory, legal, economic and sociocultural environments to advocate for patients and effect change in the health care system based on their role.
• Students will be able to collaborate in inter- and intra-disciplinary teams to optimize patient and population health outcomes.
• Students will be able to design and deliver evidenced-based clinical prevention and population care and services for diverse populations in a variety of local, national and international settings.
• Students will be able to create a professional development plan to continuously facilitate the delivery of ethical, safe and quality care to diverse populations in a variety of settings.

MSN/ADM-I Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HSN 505 ~ ................................................................................2 credits
Introduction to Graduate Studies in Nursing
NSG 510 ~ ................................................................................3 credits
Theoretical Foundations of Nursing Roles and Practice
NSG 515 ~ ................................................................................3 credits
Nursing Research and Evidence-Based Practice
NSG 520 ~ ................................................................................3 credits
Nursing Leadership
NSG 550 ~ ................................................................................3 credits
Role of the Nurse Administrator
HSN 525 ~ ................................................................................4 credits
Research Methodologies for the Nurse Administrator
HSN 555 ~ ................................................................................3 credits
Human Resources in Health Care
HSN 560 ~ ................................................................................3 credits
Organizational Systems and Informatics
HSN 565 ~ ................................................................................3 credits
Organizational Change and Negotiation
HSN 570 ~ ................................................................................3 credits
Financial Resource Management
HSN 575 ~ ................................................................................4 credits
Quality Management and Outcomes
NSG 580 ~ ................................................................................4 credits
Practicum

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSN/ADM-I
All applicants are expected to meet the following admissions requirements:

• Applicants must be residents outside of the United States or approved US Territories. Program will be only be offered online. Applicants residing in the Commonwealth of Puerto Rico must enroll in the International version. Program will be offered only online.
• An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
• All Canadian students must complete the Canadian RN License Acknowledgment Form and submit documentation of a valid, unrestricted, unencumbered RN license.
• Applicants residing in the Commonwealth of Puerto Rico must have an approved appeal on file documenting successful completion of the US NCLEX-RN exam and that all Puerto Rico RN licensing requirements are met to be eligible for admission.

• Signed Criminal Background Check Disclosure
• Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
• Signed FERPA Release/Drug Test or Failure to Test Results
• Signed Foreign Nursing Memorandum of Understanding
• Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

Degree Requirements for the MSN/ADM-I

• Completion of a minimum of 38 credits.

• A minimum program grade point average (GPA) of 3.0.

• Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Master of Science in Nursing

Academic Progression Requirements for the MSN/ADM-I

• Minimum grade of B- or better in all graduate level courses.
• Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
• Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the MSN/ADM-I
• All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension.
• Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
• Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn from, the Master of Science in Nursing program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/ADM-I
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.
Students in this program may waive a maximum of 8 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
The following courses in the Required Course of Study may not be waived: NSG 500, NSG 505, NSG 525, NSG 530, NSG 535, NSG 540, NSG 545, NSG 580.
The School of Advanced Studies offers a bridge opportunity for master’s degree students who are interested in taking doctoral courses as part of the master’s degree program.
The Doctoral Bridge gives students the option to complete doctoral level coursework during a master’s program.
The Doctoral Bridge allows a master’s degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
• Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
• Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Re-entry for the MSN/ADM-I
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
An appeal will be required for re-entry students to re-enroll in their program if:
The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).

The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.

The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Education

The following Master of Science in Nursing Concentration in Nurse Education (MSN/NED) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Masters of Science in Nursing with a concentration in Nursing Education prepares registered nurses to become leaders in the field of Nursing Education. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Specialty education courses allow students to focus on contemporary industry-required competencies such as: design, implementation, and evaluation of nursing curriculum, facilitation of learner development and socialization; interpretation, analysis, and translation of evidence to guide student learning and assessment strategies. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-ned.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s degree in nursing with a focus on nursing education. The program prepares graduates for leadership roles in nursing education, and to function as a nurse educator in a variety of practice and educational settings. Upon completion of the program, graduates will be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam.

MSN/NED Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course name. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 511</td>
<td>Contemporary Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 512</td>
<td>Nursing Research</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 513</td>
<td>Inter-professional Leadership and Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 514</td>
<td>Health Law, Policy, Ethics, and Global Trends</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 501</td>
<td>Pathophysiology, Assessment Variables and Pharmacology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 502</td>
<td>Pathophysiology, Assessment Variables &amp; Pharmacology II</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 516ED</td>
<td>Practicum I</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 531</td>
<td>Program and Course Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 532</td>
<td>Innovative Curriculum Design</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 533</td>
<td>Educational Assessment and Evaluation</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 534</td>
<td>Facilitating Engaged Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 517ED</td>
<td>Practicum II</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Students with regionally or approved nationally accredited undergraduate degrees in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Current employment is not a requirement for admission.
- Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
• Northern Mariana Islands
• US Virgin Islands
• International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  • Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  • All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  • All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  • Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  • A signed Foreign Nursing Memorandum of Understanding
  • Signed Criminal Background Check Disclosure
  • Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  • Signed FERPA Release/Drug Test or Failure to Test Results
  • Signed Clinical Assurance Statement form

Degree Requirements for the MSN/NED
• Completion of a minimum of 36 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diploma.
  The diploma awarded for this program will read as: Master of Science in Nursing

Academic Progression Requirements for the MSN/NED
• Students must hold a valid, unrestricted/unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
• Clinical experiences/hours cannot be completed during work time at the student's place of employment.
• A clinical course may not be taken concurrently with any other course.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the MSN/NED
• All MSN bridge and graduate level MSN courses must be completed with a grade of C or better. Grades “C-” are not accepted. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MSN program.
• Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/NED
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.
Students in this program may waive a maximum of 6 credits from their required course of study.
In order for a waiver to be granted with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
The following courses in the Required Course of Study may not be waived: NSG 516ED, NSG 517ED, NSG 531, NSG 532, NSG 533, NSG 534

Re-Entry for the MSN/NED
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student's program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

**Master of Science in Nursing Concentration in Nurse Education Bridge**

The following Master of Science in Nursing Concentration in Nurse Education Bridge (MSN/NED) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Masters of Science in Nursing with a concentration in Nursing Education (MSN/NED) program prepares registered nurses to become leaders in the field of Nursing Education. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Special education courses allow students to focus on contemporary industry-required competencies such as: design, implementation, and evaluation of nursing curriculum, facilitation of learner development and socialization; interpretation, analysis, and translation of evidence to guide student learning and assessment strategies.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-ned.

**Program Purpose**

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing education. The program prepares graduates for leadership roles in nursing education, and to function as a nurse educator in a variety of practice and educational settings. Upon completion of the program, graduates will be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam.

**MSN/NED Required Course of Study**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). To ensure course scheduling availability, the College of Health Professions, School of Nursing recommends the following course selections to satisfy the bridge requirements:

**Nursing Bridge 1**

NSG 416 is the preferred option to satisfy the Nursing Bridge 1 requirement.

- NSG 416 .................................................................................. 3 credits
- Theoretical Development and Conceptual Frameworks
- NSG 415 .................................................................................. 3 credits
- Theory-Based Nursing Practice
- NUR 403 .................................................................................. 3 credits
- Theories and Models of Nursing Practice

**Nursing Bridge 2**

NSG 451 is the preferred option to satisfy Nursing Bridge 2.

- NSG 451 .................................................................................. 3 credits
- Professional Nursing Leadership Perspectives
- NSG 397 .................................................................................. 3 credits
- Professional Nursing Role
- NUR 391 .................................................................................. 3 credits
- Professional Nursing Practice
- NUR 440 .................................................................................. 3 credits
- Health Assessment and Promotion for Vulnerable Population

**Nursing Bridge 3**

NSG 456 is the preferred course option to satisfy the Nursing Bridge 3 requirement.

- NSG 456 .................................................................................. 3 credits
- Research Outcomes Management for the Practicing Nurse
- NSG 455 .................................................................................. 3 credits
- Evidence-Based Practice and Statistics
- NUR 443 .................................................................................. 3 credits
- Evidence-Based Nursing Research and Practice

**Required Course Sequence**

- NSG 416 .................................................................................. 3 credits
- Theoretical Development and Conceptual Frameworks
- NSG 451 .................................................................................. 3 credits
- Professional Nursing Leadership Perspectives
- NSG 456 .................................................................................. 3 credits
- Research Outcomes Management for the Practicing Nurse
- NSG 511 ~ ................................................................................ 3 credits
- Contemporary Nursing Practice
- NSG 512 ~ ................................................................................ 3 credits
- Nursing Research
- NSG 513 ~ ................................................................................ 3 credits
- Inter-professional Leadership and Management
- NSG 514 ~ ................................................................................ 3 credits
- Health Law, Policy, Ethics, and Global Trends
- NSG 501 ~ ................................................................................ 3 credits
- Pathophysiology, Assessment Variables and Pharmacology I
- NSG 502 ~ ................................................................................ 3 credits
- Pathophysiology, Assessment Variables & Pharmacology II
- NSG 516ED ~ ........................................................................... 3 credits
An undergraduate degree with an upper division major in opportunities for advanced degrees does not indicate eligibility for State approval of a program to offer Alabama licensed nurses Alabama students shall meet the requirements of the Alabama regulations appropriate application. Any program offering a pre-licensure track to program for the advanced practice approval, and completion of the requirements for national certification, graduation from a specific-type Applicants for approval in Alabama are required to meet the Alabama Additional Admission Requirements for the MSN/NED to enter practice. www.abn.alabama.gov for pre-licensure programs or the graduates may not be eligible to take the • International students who are residents outside of the United States or approved US Territories must meet the following requirements: • Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program. • A cumulative grade point average (GPA) of 2.5 for all studies. • Concentrations are reflected on the transcript only and will not • Completion of a minimum of 45 credits. • Signed Clinical Assurance Statement form • Signed FERPA Release/Drug Test or Failure to Test Results • Signed Criminal Background Check Disclosure • Signed Criminal Background Statement form • All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency. • All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license. • Applicants who reside in Canada must meet one of the following requirements for admission: - Be a legal resident of Canada - Be a landed immigrant - Have a valid visa that does not prohibit educational studies • A signed Foreign Nursing Memorandum of Understanding • US Virgin Islands • Guam • American Samoa • Northern Mariana Islands • US Virgin Islands • International students who are residents outside of the United States or approved US Territories must meet the following requirements: • Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
• Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/NED

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a nationally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516ED, NSG 517ED, NSG 531, NSG 532, NSG 533, NSG 534

Re-entry for the MSN/NED

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student's program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
  • Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Education-International

The following Master of Science in Nursing Concentration in Nurse Education-International (MSN/NED-I) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Science in Nursing (MSN) program, accredited by the Commission of Collegiate Nursing Education (CCNE)*, enhances the knowledge and skills of registered nurses with baccalaureate-degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and education settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete core courses in advanced nursing content, process, and leadership. Concentrations in nursing administration, nursing education, or family nurse practitioner allow students to concentrate on developing increased knowledge and skills in a specific area of content or advanced practice role.

* For more information about accreditation, please contact CCNE at One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202)887-6791. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-ned.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Nursing graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to evaluate nursing and related sciences and humanities in all aspects of safe individually focused care for diverse populations in a variety of settings.
• Students will be able to apply organizational and systems leadership concepts to the management of human, fiscal and physical health care resources for diverse populations in a variety of settings.
• Students will be able to evaluate processes and systems for continuous quality improvement across the care continuum in a variety of settings.
• Students will be able to synthesize scholarship from a variety of sources and translate to promote implementation of evidence-based practice.
• Students will be able to evaluate informatics and health care technologies for integration into practice for enhanced care outcomes.
• Students will be able to evaluate health care policy, regulatory, legal, economic and sociocultural environments to advocate for patients and effect change in the health care system based on their role.
• Students will be able to collaborate in inter- and intra-disciplinary teams to optimize patient and population health outcomes.
• Students will be able to design and deliver evidenced-based clinical prevention and population care and services for diverse populations in a variety of local, national and international settings.
• Students will be able to create a professional development plan to continuously facilitate the delivery of ethical, safe and quality care to diverse populations in a variety of settings.

**MSN/NED-I Required Course of Study**

Courses requiring prerequisites are identified by a “~” symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- **HSN 505**...2 credits
- **NSG 510 ~**...3 credits
- **Theoretical Foundations of Nursing Roles and Practice**
- **NSG 515 ~**...3 credits
- **Nursing Research and Evidence-Based Practice**
- **NSG 520 ~**...3 credits
- **Nursing Leadership**
- **NSG 525 ~**...3 credits
- **Role of the Nurse Educator**
- **NSG 530 ~**...4 credits
- **Theory and Principles of Nursing Education**
- **NSG 535 ~**...3 credits
- **Curriculum Development**
- **NSG 540 ~**...3 credits
- **Instructional Design and Technology**
- **NSG 545 ~**...3 credits
- **Assessment, Measurement, and Evaluation**
- **NSG 500 ~**...4 credits
- **An Integrated Approach to Pathophysiology and Pharmacology**
- **NSG 505 ~**...3 credits
- **Comprehensive Health Assessment**
- **NSG 580 ~**...4 credits
- **Practicum**

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MSN/NED-I**

All applicants are expected to meet the following admissions requirements:

- Applicants must be residents outside of the United States or approved US Territories. Program will only be offered online. Applicants residing in the Commonwealth of Puerto Rico must enroll in the International version. Program will be offered only online.
- An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGNFS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
- All Canadian students must complete the Canadian RN License Acknowledgment Form and submit documentation of a valid, unrestricted, unencumbered RN license.
- Applicants residing in the Commonwealth of Puerto Rico must have an approved appeal on file documenting successful completion of the US NCLEX-RN exam and that all Puerto Rico RN licensing requirements are met to be eligible for admission.
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Foreign Nursing Memorandum of Understanding
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

**Degree Requirements for the MSN/NED-I**

- Completion of a minimum of 38 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Master of Science in Nursing

**Academic Progression Requirements for the MSN/NED-I**

- Minimum grade of B- or better in all graduate level courses.
- Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
- Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

A clinical course may not be taken concurrently with any other course. The clinical courses in this program are NSG 525, NSG 530, NSG 535, NSG 540, NSG 545, NSG 500, NSG 505, and NSG 580

Minimum Grade Requirements for the MSN/NED-I

All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension.

Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.

Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.

Re-entry for the MSN/NED-I

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program. Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:

The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).

The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.

A re-entry student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Residency Requirements and Course Waivers for the MSN/NED-I

Students must meet established University residency requirement for degree conferment. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 8 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: HSN 505, NSG 510, NSG 520, NSG 525, NSG 580. The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program.

The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.

The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.

Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.

Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.
Dual Degree in Master of Science in Nursing and Master of Health Administration

The following Dual Degree in Master of Science in Nursing and Master of Health Administration (MSN/MHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The MSN/MHA program is designed to provide nurses with a unique blend of advanced nursing and healthcare related business skills to manage in today’s evolving health care delivery systems. The program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. The MSN/MHA program is designed for those nurses who want to pursue more advanced positions in today’s challenging health care environment. The program blends nursing theory and advanced practice concepts necessary to successful work within the structure, culture, and mission of any size health care organization or educational setting. The MSN curriculum focuses on linking content related to the role of the nurse leader, theory, and research utilization in practice.

The MHA curriculum focuses on content related to finance, economics, policy, quality improvement, marketing, and strategic planning. In addition, students can complete course work in concepts related to gerontology, sustainability management, and health care informatics. Graduates will have enhanced their management/administrative backgrounds through a curriculum that provides students with the ability to apply theory to contemporary practice applications. Graduates are able to define their role within the health care system and understand how to make necessary changes to create a work environment which is team oriented and motivating to others.

Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, 202-887-6791

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-mha.

Program Purpose
The Master in Health Administration/Master of Science in Nursing (dual-degree) is a post-licensure education program designed for nurses with current RN licensure who wish to pursue more advanced positions in the health care arena. This program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care.

MSN/MHA Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSN 505</td>
<td>Introduction to Graduate Studies in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>HCS 514~</td>
<td>Managing in Today’s Health Care Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HCS 545~</td>
<td>Health Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HCS 533~</td>
<td>Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HCS 550~</td>
<td>Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>HCS 588~</td>
<td>Measuring Performance Standards</td>
<td>3</td>
</tr>
<tr>
<td>HCS 552~</td>
<td>Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td>Elective I~</td>
<td>Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>HCS 529~</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Contemporary Health Care Facility Design</td>
<td></td>
</tr>
<tr>
<td>NSG 510~</td>
<td>Theoretical Foundations of Nursing Roles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>NSG 515~</td>
<td>Nursing Research and Evidence-Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NSG 520~</td>
<td>Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NSG 550~</td>
<td>Role of the Nurse Administrator</td>
<td>3</td>
</tr>
<tr>
<td>HSN 525~</td>
<td>Research Methodologies for the Nurse Administra</td>
<td>4</td>
</tr>
<tr>
<td>HSN 555~</td>
<td>Human Resources in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSN 560~</td>
<td>Organizational Systems and Informatics</td>
<td>3</td>
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<tr>
<td>HSN 565~</td>
<td>Organizational Change and Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>HSN 570~</td>
<td>Financial Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HSN 575~</td>
<td>Quality Management and Outcomes</td>
<td>4</td>
</tr>
<tr>
<td>NSG 580~</td>
<td>Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

Practicum
The University reserves the right to modify the required course of study.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter practice. www.abn.alabama.gov

Additional Admission Requirements for the MSN/MHA
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

• Non-military students who enroll in the MSN/MHA program while living in the US and then move outside of the U.S. and its territories will not be eligible to continue in the program. To continue pursuing nursing coursework, the student must change to the International version of the university's MSN degree. Students must sign a new Enrollment Agreement for the international version of the degree. Students must: 1) notify their campus representative within thirty (30) days of their moving outside the country; 2) update their profile to reflect the new international address; and 3) have a nursing license to practice nursing in the country where they are residing for the MSN practicum or contact an Online College representative.

• Signed Criminal Background Check Disclosure

• Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure

• Signed FERPA Release/Drug Test or Failure to Test Results

• Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

Degree Requirements for the MSN/MHA

• The completion of a minimum of 62 credits.

• A minimum program grade point average (GPA) of 3.0.

• Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree.

The diplomas will read as:
Master of Science in Nursing
Master of Health Administration

Academic Progression Requirements for the MSN/MHA

• Students enrolling in the bridge program must successfully complete the three bridge courses prior to enrolling in NSG 510.

• Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.

• Clinical experiences/hours cannot be completed during work time at the student’s place of employment.

• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

• A clinical course may not be taken concurrently with any other course. The clinical courses in this program are NSG 550, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575 and NSG 580.

Minimum Grade Requirements for the MSN/MHA

• All bridge courses must be completed with a grade of C or better. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the program.

• All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension. Appeals through SAC for readmission to the program will not be accepted by the School of Nursing. Graduate level MSN courses are designated by a prefix of HSN or NSG in the course ID.

• Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified.

• Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.

• Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.

• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/MHA

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 44 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 15 credits of graduate coursework from their required course of study. Students in the bridge program may waive the 9 undergraduate bridge credits in addition to the 15 credits of graduate coursework.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previ-
ous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date for all nursing courses and completed within the past ten (10) years from current program enrollment agreement sign date for all health administration courses with a grade of "B" (3.0) or better.
- The course must be comparable in content, credits, and clinical hours to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Re-entry students whose program version is not the current version in their state or jurisdiction will be required to enroll into the next program applicable course.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student's program version is still the most current offered in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
  - The student wishes to return to a prior program version and the student can complete the remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

**Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Gerontology**

The following Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Gerontology (MSN/MHA/GR) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The MSN/MHA program is designed to provide nurses with a unique blend of advanced nursing and healthcare related business skills to manage in today's evolving health care delivery systems. This program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. The MSN/MHA program is designed for those nurses who want to pursue more advanced positions in today's challenging health care environment. The program blends nursing theory and advanced practice concepts necessary to successful work within the structure, culture, and mission of any size health care organization or educational setting. The MSN curriculum focuses on linking content related to the role of the nurse leader, theory, and research utilization in practice.

The MHA curriculum focuses on content related to finance, economics, policy, quality improvement, marketing, and strategic planning. In addition, students can complete course work in concepts related to gerontology, sustainability management, and health care informatics. Graduates will have enhanced their management/administrative backgrounds through a curriculum that provides students with the ability to apply theory to contemporary practice applications. Graduates are able to define their role within the health care system and understand how to make necessary changes to create a work environment which is team oriented and motivating to others.

**Program Purpose**

The Master in Health Administration/Master of Science in Nursing (dual degree) with a concentration in Gerontology is a post-licensure education program designed for nurses with current RN licensure who wish to pursue more advanced positions in the health care arena. This program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. Students also complete coursework in concepts related to care of the elderly.

**MSN/MHA/GR Required Course of Study**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).
HSN 505 ~ Introduction to Graduate Studies in Nursing .......................................................... 2 credits
HCS 514 ~ Managing in Today’s Health Care Organizations .................................................. 3 credits
HS 545 ~ Health Care Policy ................................................................................................. 3 credits
HCS 533 ~ Health Information Systems ................................................................................. 3 credits
HCS 550 ~ Health Care Policy ................................................................................................. 3 credits
HCS 552 ~ Measuring Performance Standards ....................................................................... 3 credits
HCS 555 ~ Health Care Policy ................................................................................................. 3 credits
HCS 550 ~ Clinical Assurance Statement form ....................................................................... 3 credits
HCS 552 ~ Quality Management and Outcomes ..................................................................... 3 credits
HCS 555 ~ Practicum ................................................................................................................ 4 credits
NSG 510 ~ Theoretical Foundations of Nursing Roles and Practice ........................................ 3 credits
NSG 515 ~ Nursing Research and Evidence-Based Practice .................................................. 3 credits
NSG 520 ~ Nursing Leadership ............................................................................................... 3 credits
NSG 550 ~ Role of the Nurse Administrator ........................................................................... 3 credits
HSN 525 ~ Research Methodologies for the Nurse Administrator .......................................... 4 credits
HSN 555 ~ Human Resources in Health Care ....................................................................... 3 credits
HSN 560 ~ Organizational Systems and Informatics ................................................................. 3 credits
HSN 565 ~ Organizational Change and Negotiation ................................................................. 3 credits
HSN 570 ~ Financial Resource Management ......................................................................... 3 credits
HSN 575 ~ Quality Management and Outcomes .................................................................... 4 credits
NSG 580 ~ Practicum ................................................................................................................ 4 credits
HS 548 ~ Foundations of Gerontology .................................................................................... 3 credits
HCS 551 ~ Biological and Psychological Aspects of Aging ..................................................... 3 credits
HCS 557 ~ Social and Cultural Aspects of Aging .................................................................. 3 credits
HCS 589 ~ Health Care Strategic Management .................................................................... 3 credits

**University of Phoenix, 2016-2017**

**opportunities for advanced degrees does not indicate eligibility for**

**appropriate application. Any program offering a pre-licensure track to**

Alabama students shall meet the requirements of the Alabama regulations

**pre-licensure tracks or the graduates may not be eligible to take the**

**national licensure examination required by the Alabama Board of Nursing**

**enter practice. www.abn.alabama.gov**

**Additional Admission Requirements for the MSN/MHA/GR**

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree with an upper division major in
  nursing from a regionally or approved nationally accredited, or
  candidate for accreditation, college or university or comparable
  undergraduate bachelor's degree earned at a recognized foreign
  institution. If the institution became accredited while the
  student was attending, a minimum of 75% of the coursework
  taken toward the degree must have been completed while the
  institution was accredited or during the candidacy period.
  - A cumulative grade point average (GPA) of 2.5 for all
    undergraduate coursework from the selected undergraduate degree posted
    transcript is required for admission.
  - Non-military students who enroll in the MSN/MHA program
    while living in the US and then move outside of the U.S. and its
    territories will not be eligible to continue in the program. To
    continue pursuing nursing coursework, the student must
    change to the International version of the university’s MSN
    degree. Students must sign a new Enrollment Agreement for the
    international version of the degree. Students must: 1) notify
    their campus representative within thirty (30) days of their
    moving outside the country; 2) update their profile to reflect the
    new international address; and 3) have a nursing license to
    practice nursing in the country where they are residing for the
    MSN practicum or contact an Online College representative.
  - Signed Criminal Background Check Disclosure
  - Signed Acknowledgement of Criminal Conviction Prohibition
    for Placement and Licensure
  - Signed FERPA Release/Drug Test or Failure to Test Results
  - Enrollment Agreements signed 7/1/2016 or later, signed
    Clinical Assurance Statement form

**Degree Requirements for the MSN/MHA/GR**

- The completion of a minimum of 74 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not
  appear on the diplomas. Two diplomas will be awarded for this
  dual degree.
- The diplomas will read as:
  - Master of Science in Nursing
  - Master of Health Administration

**Academic Progression Requirements for the MSN/MHA/GR**

- Students enrolling in the bridge program must successfully
  complete the three bridge courses prior to enrolling in NSG 510.
- Students must hold a valid, unrestricted / unencumbered RN
  license in all states in which the applicant holds an active
  nursing license. For students holding licenses in multiple
  jurisdictions, all active licenses must be valid, unrestricted /
  unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work
  time at the student’s place of employment.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.
• A clinical course may not be taken concurrently with any other course. The clinical courses are in this program are NSG 550, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575 and NSG 580.

Minimum Grade Requirements for the MSN/MHA/GR
• All bridge courses must be completed with a grade of C or better. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the program.
• All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension. Appeals through SAC for readmission to the program will not be accepted by the School of Nursing. Graduate level MSN courses are designated by a prefix of HSN or NSG in the course ID.
• Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
• Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn from the Master of Science in Nursing program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/MHA/GR
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 44 credits in the Required Course of Study, must be completed at University of Phoenix.
Students in this program may waive a maximum of 15 credits of graduate coursework from their required course of study. Students in the bridge program may waive the 9 undergraduate bridge credits in addition to the 15 credits of graduate coursework.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date for all nursing courses and completed within the past ten (10) years from current program enrollment agreement sign date for all health administration courses with a grade of "B" (3.0) or better.
• The course must be comparable in content, credits, and clinical hours to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: HCS 589, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575, NSG 550, NSG 580

Re-entry for the MSN/MHA/GR
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
An appeal will be required for re-entry students to re-enroll in their program if:
• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
• The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
• The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Informatics

The following Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Informatics (MSN/MHA/IN) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The MSN/MHA program is designed to provide nurses with a unique blend of advanced nursing and healthcare related business skills to manage in today’s evolving health care delivery systems. The program combines essential elements from both degree programs to provide knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. The MSN/MHA program is designed for those nurses who want to pursue more advanced positions in today’s challenging health care environment. The program blends nursing theory and advanced practice concepts necessary to successful work within the structure, culture, and mission of any size health care organization or educational setting. The MSN curriculum focuses on linking content related to the role of the nurse leader, theory, and research utilization in practice. The MHA curriculum focuses on content related to finance, economics, policy, quality improvement, marketing, and strategic planning. In addition, students can complete course work in concepts related to gerontology, sustainability management, and health care informatics. Graduates will have enhanced their management/administrative backgrounds through a curriculum that provides students with the ability to apply theory to contemporary practice applications. Graduates are able to define their role within the health care system and understand how to make necessary changes to create a work environment which is team oriented and motivating to others.

Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, 202-887-6791
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-mha-in.

Program Purpose
The Master in Health Administration/Master of Science in Nursing (dual degree) with a concentration in Informatics is a post-licensure education program designed for nurses with current RN licensure who wish to pursue more advanced positions in the health care arena. This program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care.

MSN/MHA/IN Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction to Graduate Studies in Nursing
HCS 514 ~ .................................................................................3 credits
Managing in Today’s Health Care Organizations
HCS 545 ~ .................................................................................3 credits
Health Law and Ethics
HCS 533 ~ .................................................................................3 credits
Health Information Systems
HCS 550 ~ .................................................................................3 credits
Health Care Policy
HCS 588 ~ .................................................................................3 credits
Measuring Performance Standards
HCS 552 ~ .................................................................................3 credits
Health Care Economics
Elective I ~ ................................................................................3 credits
Elective
HCS 529 ~ .................................................................................3 credits
Contemporary Health Care Facility Design
NSG 510 ~ .................................................................................3 credits
Theoretical Foundations of Nursing Roles and Practice
NSG 515 ~ .................................................................................3 credits
Nursing Research and Evidence-Based Practice
NSG 520 ~ .................................................................................3 credits
Nursing Leadership
NSG 550 ~ .................................................................................3 credits
Role of the Nurse Administrator
HSN 525 ~ .................................................................................4 credits
Research Methodologies for the Nurse Administrator
HSN 555 ~ .................................................................................3 credits
Human Resources in Health Care
HSN 560 ~ .................................................................................3 credits
Organizational Systems and Informatics
HSN 565 ~ .................................................................................3 credits
Organizational Change and Negotiation
HSN 570 ~ .................................................................................3 credits
Financial Resource Management
HSN 575 ~ .................................................................................4 credits
Quality Management and Outcomes
NSG 580 ~ .................................................................................4 credits
Practicum
HCS 500 ~ .................................................................................3 credits
Concepts of Health Care Informatics
HCS 510 ~ .................................................................................3 credits
Systems Life Cycle
HCS 520 ~ .................................................................................3 credits
Data Management and Design
HCS 589 ~ .................................................................................3 credits
Health Care Strategic Management
The University reserves the right to modify the required course of study.
State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations.
Additional Admission Requirements for the MSN/MHA/IN

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted on the transcript is required for admission.
- Non-military students who enroll in the MSN/MHA program while living in the US and then move outside of the U.S. and its territories will not be eligible to continue in the program. To continue pursuing nursing coursework, the student must change to the International version of the university’s MSN degree. Students must sign a new Enrollment Agreement for the international version of the degree. Students must: 1) notify their campus representative within thirty (30) days of their moving outside the country; 2) update their profile to reflect the new international address; and 3) have a nursing license to practice nursing in the country where they are residing for the MSN practicum or contact an Online College representative.
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

Degree Requirements for the MSN/MHA/IN

- The completion of a minimum of 74 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree.

The diplomas will read as:

Master of Science in Nursing

Master of Health Administration

Academic Progression Requirements for the MSN/MHA/IN

- Students enrolling in the bridge program must successfully complete the three bridge courses prior to enrolling in NSG 510.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
- Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.
- A clinical course may not be taken concurrently with any other course. The clinical courses are in this program are NSG 550, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575 and NSG 580.

Minimum Grade Requirements for the MSN/MHA/IN

- All bridge courses must be completed with a grade of C or better. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the program.
- All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension. Appeals through SAC for readmission to the program will not be accepted by the School of Nursing. Graduate level MSN courses are designated by a prefix of HSN or NSG in the course ID.
- Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
- Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
Residency Requirements and Course Waivers for the MSN/MHA/IN

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 44 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 15 credits of graduate coursework from their required course of study. Students in the bridge program may waive the 9 undergraduate bridge credits in addition to the 15 credits of graduate coursework.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date for all nursing courses and completed within the past ten (10) years from current program enrollment agreement sign date for all health administration courses with a grade of “B” (3.0) or better.
- The course must be comparable in content, credits, and clinical hours to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: HCS 589, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575, NSG 550, NSG 580

Re-entry for the MSN/MHA/IN

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:

- The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
- The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
- The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Sustainability Management

The following Dual Degree in Master of Science in Nursing and Master of Health Administration Concentration in Sustainability Management (MSN/MHA/SM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The MSN/MHA program is designed to provide nurses with a unique blend of advanced nursing and healthcare related business skills to manage in today’s evolving health care delivery systems. The program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. The MSN/MHA program is designed for those nurses who wish to pursue more advanced positions in today’s challenging health care environment. The program blends nursing theory and advanced practice concepts necessary to successful work within the structure, culture, and mission of any size health care organization or educational setting. The MSN curriculum focuses on linking content related to the role of the nurse leader, theory, and research utilization in practice.

The MHA curriculum focuses on content related to finance, economics, policy, quality improvement, marketing, and strategic planning. In addition, students can complete course work in concepts related to gerontology, sustainability management, and health care informatics. Graduates will have enhanced their management/administrative backgrounds through a curriculum that provides students with the ability to apply theory to contemporary practice applications. Graduates are able to define their role within the health care system and understand how to make necessary changes to create a work environment which is team oriented and motivating to others.

Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, 202-887-6791

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/msn-mha-sm.

Program Purpose

The Master in Health Administration/Master of Science in Nursing (dual degree) with a concentration in Sustainability Management is a post-licensure education program designed for nurses with current RN licensure who wish to pursue more advanced positions in the health care arena. This program combines essential elements from both degree programs to provide students with the knowledge and skills needed to effectively examine and evaluate issues and trends impacting health care. Students also complete coursework in concepts related to the environmental, economic and social factors within the health care industry.
**MSN/MHA/SM Required Course of Study**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- HSU 505: Introduction to Graduate Studies in Nursing 2 credits
- HCS 514 ~ Managing in Today’s Health Care Organizations 3 credits
- Health Law and Ethics 3 credits
- Health Information Systems 3 credits
- HCS 550 ~ Health Care Policy 3 credits
- HCS 588 ~ Measuring Performance Standards 3 credits
- HCS 552 ~ Health Care Economics 3 credits
- Elective I ~ 3 credits
- Elective 3 credits
- Contemporary Health Care Facility Design 3 credits
- NSG 510 ~ Theoretical Foundations of Nursing Roles and Practice 3 credits
- NSG 515 ~ Nursing Research and Evidence-Based Practice 3 credits
- NSG 520 ~ Nursing Leadership 3 credits
- NSG 550 ~ Role of the Nurse Administrator 3 credits
- Research Methodologies for the Nurse Administrator 3 credits
- Human Resources in Health Care 3 credits
- HSN 560 ~ Organizational Systems and Informatics 3 credits
- HSN 565 ~ Organizational Change and Negotiation 3 credits
- HSU 570 ~ Financial Resource Management 3 credits
- HSN 575 ~ Quality Management and Outcomes 4 credits
- NSG 580 ~ Practicum 4 credits
- HCS 591 ~ Creating a Sustainable Health Care Organization 3 credits
- Economics of Sustainability 3 credits
- HCS 596 ~ Issues in Environmental Sustainability 3 credits
- HCS 589 ~ Health Care Strategic Management 3 credits

The University reserves the right to modify the required course of study.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama.

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**Additional Admission Requirements for the MSN/MHA/SM**

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree with an upper division major in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelors degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Non-military students who enroll in the MSN/MHA program while living in the US and then move outside of the U.S. and its territories will not be eligible to continue in the program. To continue pursuing nursing coursework, the student must change to the International version of the university's MSN degree. Students must sign a new Enrollment Agreement for the international version of the degree. Students must: 1) notify their campus representative within thirty (30) days of their moving outside the country; 2) update their profile to reflect the new international address; and 3) have a nursing license to practice nursing in the country where they are residing for the MSN practicum or contact an Online College representative.
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

**Degree Requirements for the MSN/MHA/SM**

- The completion of a minimum of 74 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree.
- The diplomas will read as: Master of Science in Nursing Master of Health Administration

**Academic Progression Requirements for the MSN/MHA/SM**

- Students enrolling in the bridge program must successfully complete the three bridge courses prior to enrolling in NSG 510.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work time at the student's place of employment.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a "for-cause" 10 panel, plus alcohol drug test.
• A clinical course may not be taken concurrently with any other course. The clinical courses are in this program are NSG 550, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575 and NSG 580.

Minimum Grade Requirements for the MSN/MHA/SM

• All bridge courses must be completed with a grade of C or better. Students who do not pass these courses with a grade of C or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the program.
• All graduate level MSN courses must be completed with a grade of B- or better. Students who do not pass these classes with a grade of B- or better will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat the class once. Students who fail to meet the minimum grade requirement after the second attempt, will be permanently withdrawn from the program and will be placed on scholastic suspension. Appeals through SAC for readmission to the program will not be accepted by the School of Nursing. Graduate level MSN courses are designated by a prefix of HSN or NSG in the course ID.
• Students must successfully complete NSG 580 with a B- or better. Students have a maximum of three attempts to meet the minimum grade requirement. Students who do not pass this class on the first attempt will be scholastically disqualified. Students who fail to meet the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.
• Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement after the second attempt, will be placed on scholastic suspension and will be withdrawn from the program. Students must sit out for six months after the second unsuccessful attempt. Once the student has sat out six months, the student may submit to SAC to appeal for a third attempt. If students do not meet the minimum grade requirement after the third attempt, the student will be Scholastically Suspended.

Residency Requirements and Course Waivers for the MSN/MHA/SM

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 44 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 15 credits of graduate coursework from their required course of study. Students in the bridge program may waive the 9 undergraduate bridge credits in addition to the 15 credits of graduate coursework.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date for all nursing courses and completed within the past ten (10) years from current program enrollment agreement sign date for all health administration courses with a grade of “B” (3.0) or better.
• The course must be comparable in content, credits, and clinical hours to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: HCS 589, HSN 525, HSN 555, HSN 560, HSN 565, HSN 570, HSN 575, NSG 550, NSG 580

Re-entry for the MSN/MHA/SM

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:
• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
• The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
• The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
The College of Education offers graduate level degree and non-degree courses designed for future teachers and current educators. These programs are developed and taught by skilled practitioners who work in their respective fields, and emphasize knowledge, skills, dispositions, and lifelong learning as essential elements for professional practice. Each program blends theory and practice through a combination of individual and collaborative work to foster a learning environment that allows students to build their knowledge base and apply what they have learned to “impact student learning one educator at a time.” Graduate students may choose to pursue a major in a variety of areas. Graduate non-degree programs include several state-specific certificates/endorsements designed for current educators. Each student/applicant is responsible for checking with his/her state Department of Education and/or school district to determine specific credentialing requirements.

Admission Requirements

All applicants to this program are expected to meet the following admission requirements:

- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Applicants whose native language is not English must have either:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.
- The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:
  - The applicant has successfully completed thirty (30) transferable, academic semester credits at a regionally or nationally accredited college or university in the United States.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
  - The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
  - The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
  - The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
- Applicants (including re-entry students) attending the Puerto Rico campus must meet the English language proficiency requirement for admission.
- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  - Have been granted asylum or refugee status.
- Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program.
- A signed New Student Checklist may be required.
- A signed Enrollment/Disclosure Agreement.
- Completion of any state-specific required documents or forms.
- Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
- Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

- Applicants who have been expelled from other institutions are not eligible for readmission to University of Phoenix.
- Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.
Students attending a local camp us in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students residing in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

- A medical exemption may be granted to specific vaccines.
  - A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student’s life or health, and specify the reason based on valid medical contraindications.
  - The physician must state the length of time during which the vaccine would endanger the student’s health or life.
  - The exemption certification must be signed by the physician on the physician’s printed stationery.

- A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization.

- If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized contrary to his/her religious beliefs.

A copy of each exemption must be kept in the student’s health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in this state shall provide a Certificate of TB Examination issued in the United States within 12 months prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school.

Students residing in the state of Connecticut are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

In accordance with Section 10a-155 of the Connecticut general statutes, all full time or matriculating students will be required to demonstrate proof of adequate immunization against measles, mumps, rubella (MMR) and varicella as recommended by the Advisory Committee for Immunization Practices (ACIP). For more specific state information, refer to the link below. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

- The student was born before January 1, 1957 (applicable to MMR vaccine only).
- The student was born in the United States before January 1, 1980 (applicable to the varicella (chicken pox) vaccine only)
- The student has laboratory confirmation of immunity to the disease(s) as indicated on the immunization form.
- The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.
- The student has documentation from a physician or director of health that he/she has had a confirmed case of one or more of the diseases as indicated on the immunization form.
- The student has a Hepatitis B Waiver form to the University.
- The student has a Hepatitis B Waiver form to the University.
- The student has a Hepatitis B Waiver form to the University.

If the student later decides to attend a class at a University of Phoenix local campus location in Connecticut, the student must meet the immunization requirements before he/she may begin attending classes at a local campus location.

The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and on or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.
Master of Arts in Education/Administration and Supervision

The following Master of Arts in Education/Administration and Supervision (MAED/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Administration and Supervision program prepares candidates for principal licensure. The standards-based program is designed to provide principal candidates with the knowledge, skills, and dispositions necessary to be successful school leaders who can apply theory to practice. The program encompasses instructional leadership, organizational management, technology management, and data-driven decision-making. An administrative internship is an integral component of the program, providing candidates with a field-based experience in the various aspects of school administration and supervision.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-adm.

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

Program Purpose
The Master of Arts in Education/Administration and Supervision is a graduate degree program intended to prepare candidates for K-12 school principal licensure. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement school leadership practices to produce a positive impact on P-12 student learning.
- Students will be able to evaluate effective professional practice.
- Students will be able to apply professional ethics to their leadership practices.
- Students will be able to evaluate community factors to address the needs of diverse populations.
- Students will be able to evaluate research and synthesize information from multiple sources.

MAED/ADM Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN 500</td>
<td>Orientation to Administration and Supervision</td>
<td>0</td>
</tr>
<tr>
<td>COM 516</td>
<td>Professional Communications</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 518</td>
<td>Leadership and Collaborative Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 570</td>
<td>Equity, Diversity, and Access in Education</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 555</td>
<td>School Policy and Law for Principals</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 524</td>
<td>Supervision of Curriculum, Instruction and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591A</td>
<td>Principal Internship Part I: Instructional Leadership</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 528</td>
<td>Administration of Special Programs</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 535</td>
<td>Administration of Special Programs</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 555</td>
<td>Business and Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 560</td>
<td>Human Resources Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591B</td>
<td>Principal Internship Part II: Organizational Management</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 575</td>
<td>Family, Community and Media Relations</td>
<td>3</td>
</tr>
<tr>
<td>EDD 581</td>
<td>School Improvement Processes</td>
<td>4</td>
</tr>
<tr>
<td>ADMIN 565</td>
<td>Action Research and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 518</td>
<td>Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591C</td>
<td>Administrative Internship Part III: Professional Practice</td>
<td>1</td>
</tr>
</tbody>
</table>

Students must also choose an elective from one of the following:

- AET 560: Facilitating Change                      | 3 credits
- Social Media for Professional Learning           | 3 credits
- Engaging in Communities of Practice              | 3 credits
- Professional Learning for Continuous Improvement | 3 credits

The University reserves the right to modify the required course of study.
Additional Admission Requirements for the MAED/ADM

All applicants are expected to meet the following admissions requirements:
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- A minimum equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.
- The teaching or instructional experience must be as a contracted teacher in either a traditional or year-round public or private school.
- Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population.
- The following constitutes teaching experience:
  - Verifiable (contracted) P-12 instructional classroom experience - 40 hours per week
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/ADM

- Completion of a minimum of 38 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of signature assignments.
- Completion of Field Experience Record.
- Satisfactory completion of any required internship and/or practicum courses with a grade of "B" or better.
- Students must take courses within a sequence specified by course prerequisite requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Administration and Supervision

Minimum Grade Requirement for the MAED/ADM

- A candidate must earn a grade of "B" (3.0) or better in the following practicum/internship courses, grades of "B-" are not accepted: ADMIN 591A, ADMIN 591B and ADMIN 591C.
  - Students who earn less than a grade of "B" (3.0) in any of these courses must repeat the course in order to continue in their one credit administrative practicum/internship courses.
  - Candidates who earn less than a grade of "B" (3.0) in any of these courses must complete a remediation plan and repeat the course.
  - If the candidate does not receive a grade of "B" (3.0) or better on the second attempt, the candidate will be, scholastically suspended, permanently withdrawn from program.

Residency Requirements and Course Waivers for the MAED/ADM

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization. Students in the MAED/ADM (Arizona) who waive courses using an approved certification may exceed the maximum waiver limit for their program.

The following courses in the Required Course of Study may not be waived: ADMIN 591A, ADMIN 591B, ADMIN 591C, COM 516, EDD 581.

The Doctoral Bridge allows a master's degree students who are interested in taking doctoral courses as part of the master's degree program.

The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.

The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Institutional Recommendation for the MAED/ADM

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for principal certification).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated administrator exam, if required.
• Students must verify full SEI endorsement or equivalent coursework prior to issuance of an administrative license. Approved SEI courses/workshops can be found at http://www.ade.az.gov/oelas/.
• Students must verify three (3) years of classroom teaching experience prior to issuance of Institutional Recommendation.

Internship Policies for the MAED/ADM
• The Administrative Internship is a minimum 240-hour placement. Each campus establishes operational policies related to placement and completion of the internship. Candidates must follow the guidelines in place at their campus.
• Candidates must take the internship courses concurrently with the internship experience. If a candidate chooses to postpone the internship, he/she must postpone their enrollment in the internship courses.
• Candidates must pass each Administrative Internship course with a grade of ‘B’ or better in order to avoid Scholastic Disqualification.
• Candidates who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of ‘F’ by their faculty member.

Field Experience for the MAED/ADM
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 30-40 hours of verified field experiences. The focus of each field experience will relate to specific course content and will follow a structured format. Documentation of field experience must be maintained and reviewed as specified in the handbook/courses and will be reviewed by campus staff and faculty. Candidates must work with their campus to arrange field experience.

Re-entry for the MAED/ADM
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Administration and Supervision (Colorado)
The following Master of Arts in Education/Administration and Supervision (MAED/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Program Purpose
The Master of Arts in Education/Administration and Supervision is a graduate degree program intended to prepare candidates for K-12 school principal licensure. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to design and implement school leadership practices to produce a positive impact on P-12 student learning.
• Students will be able to evaluate effective professional practice.
• Students will be able to apply professional ethics to their leadership practices.
• Students will be able to evaluate community factors to address the needs of diverse populations.
• Students will be able to evaluate research and synthesize information from multiple sources.

MAED/ADM Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol fol-
lowing the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

ADMIN 500 ....................................................................................0 credits
Orientation to Administration and Supervision
COM 516 ....................................................................................1 credit
Professional Communications
ADMIN 518 ....................................................................................3 credits
Leadership and Collaborative Processes
ADMIN 570 ....................................................................................3 credits
Equity, Diversity, and Access in Education
ADMIN 555 ....................................................................................3 credits
School Policy and Law for Principals
ADMIN 524 ....................................................................................3 credits
Supervision of Curriculum, Instruction and Assessment
ADMIN 591A ....................................................................................1 credit
Principal Internship Part I: Instructional Leadership
ADMIN 528 ....................................................................................3 credits
Administration of Special Programs
ADMIN 535 ....................................................................................3 credits
Business and Facilities Management
ADMIN 560 ....................................................................................3 credits
Human Resources Leadership and Management
ADMIN 591B ....................................................................................1 credit
Principal Internship Part II: Organizational Management
ADMIN 575 ....................................................................................3 credits
Family, Community and Media Relations
EDD 581 ....................................................................................4 credits
Action Research and Evaluation
ADMIN 565 ....................................................................................3 credits
School Improvement Processes
ADMIN 591C ....................................................................................1 credit
Administrative Internship Part III: Professional Practice

Students must also choose an elective from one of the following:

AET 560 ....................................................................................3 credits
Facilitating Change
AET 562 ....................................................................................3 credits
Social Media for Professional Learning
CUR 550 ....................................................................................3 credits
Engaging in Communities of Practice
CUR 555 ....................................................................................3 credits
Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/ADM

All applicants are expected to meet the following admissions requirements:

- Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population. The following constitutes teaching experience:
  - Verifiable (contracted) P-12 instructional classroom experience - 40 hours per week
  - All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/ADM

- Completion of a minimum of 38 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of signature assignments.
- Completion of Field Experience Record.
- Satisfactory completion of any required internship and/or practicum courses with a grade of "B" or better.
- Students must take courses within a sequence specified by course prerequisite requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Administration and Supervision

Minimum Grade Requirement for the MAED/ADM

- A candidate must earn a grade of "B" (3.0) or better in the following practicum/internship courses, grades of "B-" are not accepted: ADMIN 591A, ADMIN 591B and ADMIN 591C.
- Students who earn less than a grade of "B" (3.0) in any of these courses must repeat the course in order to continue in their one credit administrative practicum/internship courses.
- Candidates who earn less than a grade of "B" (3.0) in any of these courses must complete a remediation plan and repeat the course.
- If the candidate does not receive a grade of "B" (3.0) or better on the second attempt, the candidate will be, scholastically suspended, permanently withdrawn from program.

Residency Requirements and Course Waivers for the MAED/ADM

The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 32 graduate level credits at the University.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study.
Candidates must take the internship courses concurrently with the internship experience. If a candidate chooses to postpone the internship, he/she must postpone their enrollment in the internship courses.

Candidates must pass each Administrative Internship course with a grade of "B" or better in order to avoid Scholastic Disqualification.

Candidates who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.

Field Experience for the MAED/ADM

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 30-40 hours of verified field experiences. The focus of each field experience will relate to specific course content and will follow a structured format. Documentation of field experience must be maintained and reviewed as specified in the handbook/courses and will be reviewed by campus staff and faculty. Candidates must work with their campus to arrange field experience.

Re-entry for the MAED/TED-S

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum, and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Administration and Supervision (Utah)

The following Master of Arts in Education/Administration and Supervision (MAED/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Administration and Supervision program prepares candidates for principal licensure. The standards-based program is designed to provide principal candidates with the knowledge, skills, and dispositions necessary to be successful school leaders who can apply theory to practice. The program encompasses instructional leadership, organizational management, technology management, and data-driven decision-making. An administrative internship is an integral component of the program, providing candidates with a field-based experience in the various aspects of school administration and supervision.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-adm.
Program Purpose
The Master of Arts in Education/Administration and Supervision is a graduate degree program intended to prepare candidates for K-12 school principal licensure. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement school leadership practices to produce a positive impact on P-12 student learning.
- Students will be able to evaluate effective professional practice.
- Students will be able to apply professional ethics to their leadership practices.
- Students will be able to evaluate community factors to address the needs of diverse populations.
- Students will be able to evaluate research and synthesize information from multiple sources.

MAED/ADM Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- ADMIN 500.................................................................0 credits Orientation to Administration and Supervision
- COM 516 .................................................................1 credit Professional Communications
- ADMIN 518.................................................................3 credits Leadership and Collaborative Processes
- ADMIN 570.................................................................3 credits Equity, Diversity, and Access in Education
- ADMIN 555.................................................................3 credits School Policy and Law for Principals
- ADMIN 524.................................................................3 credits Supervision of Curriculum, Instruction and Assessment
- ADMIN 591A ..............................................................1 credit Principal Internship Part I: Instructional Leadership
- ADMIN 528.................................................................3 credits Administration of Special Programs
- ADMIN 535.................................................................3 credits Business and Facilities Management
- ADMIN 560.................................................................3 credits Human Resources Leadership and Management
- ADMIN 591B ~ .........................................................1 credit Principal Internship Part II: Organizational Management
- ADMIN 575.................................................................3 credits Family, Community and Media Relations
- EDD 581.................................................................4 credits Action Research and Evaluation
- ADMIN 565 .................................................................3 credits School Improvement Processes
- ADMIN 591C ~ .........................................................1 credit Administrative Internship Part III: Professional Practice

Students must also choose an elective from one of the following:
- AET 560 .................................................................3 credits Facilitating Change
- AET 562 .................................................................3 credits Social Media for Professional Learning
- CUR 550.................................................................3 credits Engaging in Communities of Practice
- CUR 555.................................................................3 credits Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/ADM
All applicants are expected to meet the following admissions requirements:

- A cumulative grade point average (GPA) of 3.0 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- A minimum equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.
- The teaching or instructional experience must be as a contracted teacher in either a traditional or year-round public or private school.
- Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population. The following constitutes teaching experience:
  - Verifiable (contracted) P-12 instructional classroom experience - 40 hours per week

Utah students in the MAED/ADM program can have experience as a licensed school counselor.

- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/ADM

- Completion of a minimum of 38 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of signature assignments.
- Satisfactory completion of any required internship and/or practicum courses with a grade of “B” or better.
- Students must take courses in a sequence specified by course prerequisite requirements.
- The diploma awarded for this program will read as: Master of Arts in Education/Administration and Supervision
Minimum Grade Requirement for the MAED/ADM
- A candidate must earn a grade of "B" (3.0) or better in the following practicum/internship courses, grades of "B-" are not accepted: ADMIN 591A, ADMIN 591B and ADMIN 591C.
- Students who earn less than a grade of "B" (3.0) in any of these courses must repeat the course in order to continue in their one credit administrative practicum/internship courses.
- Candidates who earn less than a grade of "B" (3.0) in any of these courses must complete a remediation plan and repeat the course.
- If the candidate does not receive a grade of "B" (3.0) or better on the second attempt, the candidate will be, scholastically suspended, permanently withdrawn from program.

Residency Requirements and Course Waivers for the MAED/ADM
The University requires that the majority of coursework in the Required Course of Study be completed through the University. As course work during a master's program, the University requires completion of a minimum of 32 graduate level credits at the University. Students in this program may waive a maximum of 6 credits from their required course of study.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- The course must have been completed at a regionally accredited, or candidate accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: ADMIN 591A, ADMIN 591B, ADMIN 591C, COM 516, EDD 581.
- The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program.
- The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program.
- The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Institutional Recommendation for the MAED/ADM
- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for principal certification).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Internship Policies for the MAED/ADM
- The Administrative Internship is a minimum 240-hour placement. Each campus establishes operational policies related to placement and completion of the internship. Candidates must follow the guidelines in place at their campus.
- Candidates must take the internship courses concurrently with the internship experience. If a candidate chooses to postpone the internship, he/she must postpone their enrollment in the internship courses.
- Candidates must pass each Administrative Internship course with a grade of "B" or better in order to avoid Scholastic Disqualification.

Field Experience for the MAED/ADM
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 30-40 hours of verified field experiences. The focus of each field experience will relate to specific course content and will follow a structured format. Documentation of field experience must be included in the portfolio and will be reviewed by campus staff and faculty. Candidates must work with their campus to arrange field experience.

Re-entry for the MAED/ADM
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of
attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Administration and Supervision (California)

The following Master of Arts in Education/Administration and Supervision (MAED/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Administration and Supervision program prepares candidates for principal licensure. The standards-based program is designed to provide principal candidates with the knowledge, skills, and dispositions necessary to be successful school leaders who can apply theory to practice. The program encompasses instructional leadership, organizational management, technology management, and data-driven decision-making. An administrative internship is an integral component of the program, providing candidates with a field-based experience in the various aspects of school administration and supervision.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-adm.

Program Purpose

The Master of Arts in Education/Administration and Supervision is a graduate degree program intended to prepare candidates for K-12 school principal licensure. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

Preferred Sequence for the MAED/ADM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
ADMN 500CA ................................................................. 0 credits
Orientation to California Administration and Supervision
Introductory Course, 1 total credit
COM 516 ................................................................. 1 credit
Professional Communications

Administrative Leadership, 3 total credits
ADMIN 520 ~ ......................................................... 1 credit
Leadership II: Organizational and Instructional Leadership
ADMIN 530 ~ ......................................................... 1 credit
Leadership III: School Improvement and Professional Learning
ADMIN 540 ~ ......................................................... 1 credit

Leadership IV: Community
Visionary Leadership, 7 total credits
ADMIN 510 ~ ......................................................... 3 credits
Visionary Leadership: Foundations of Leadership
ADMIN 550 ~ ......................................................... 4 credits
Leadership V: Assessment of Leadership
Organizational and Instructional Leadership, 12 total credits
ADMIN 521 ~ ......................................................... 3 credits
Business Systems Management
ADMIN 522 ~ ......................................................... 3 credits
School Policy and Law for Principals
ADMIN 523 ~ ......................................................... 3 credits
Cultural Competency and Equity
ADMIN 525 ~ ......................................................... 3 credits
Instructional Leadership
School Improvement and Professional Growth Leadership, 9 total credits
ADMIN 531 ~ ......................................................... 3 credits
School Improvement Process and Leadership
ADMIN 532 ~ ......................................................... 3 credits
Professional Growth Leadership
ADMIN 533 ~ ......................................................... 3 credits
Coaching as a Leader
Community Leadership, 3 total credits
ADMIN 541 ~ ......................................................... 3 credits
Community Leadership
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/ADM

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- Five (5) years verified (contracted) full-time teaching experience (40 hours per week) or services experiences in schools in preschool through grade 12 (P-12) setting. (Substitute or part-time service does not apply).
- The teaching or services experiences must be as a contracted teacher in either a traditional or year-round public or private school.
- Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population. The following constitutes teaching or services experience.
- Verification of the following:
  - Current negative TB test or negative chest x-ray.
- Applicants must possess one of the following California credentials:
  - A valid clear or life California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching
  - A valid clear or life California Designated Subjects Teaching Credential provided the applicant also possesses a baccalaureate degree
• A valid clear services prerequisite credential, California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential (Clear or Professional Clear level only), requiring a baccalaureate degree and a program of professional preparation, including field practice or the equivalent.

Candidacy Status for the MAED/ADM

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling:

• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.

• Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  • Proof of passing score on the CBEST exam, CSET Multiple subject Plus Writing Skills Examination, or another state approved basic skills exam.

Degree Requirements for the MAED/ADM

• Completion of a minimum of 35 credits.
• A minimum grade point average (GPA) of 3.0.
• Completion of signature assignments.
• The Administrative Field Work and Clinical Experience is a minimum of 120 hours and cannot be waived. (Each state’s requirement for these hours will vary; candidates must follow the guidelines within their state.)
• Students must document having met all California Administrator Performance Expectations (CAPE) during field work and clinical experience by the end of the MAED/ADM program. These hours are documented on the Field Work and Clinical Experience Record Log.
• Students must take courses within a sequence specified by course prerequisite requirements.
• The diploma awarded for this program will read as: Master of Arts in Education Administration and Supervision

Minimum Grade Requirement for the MAED/ADM

• A candidate must earn a grade of "B" (3.0) or better in the following courses, grades of "B-" are not accepted. Students who earn less than a grade of "B" (3.0) in any of these courses must repeat the course in order to continue in their one credit administrative courses: ADMIN 510, ADMIN 520, ADMIN 530, ADMIN 540, ADMIN 550
• Candidates who earn less than a grade of "B" (3.0) in any of these courses must complete a remediation plan and repeat the course.
• If the candidate does not receive a grade of "B" (3.0) or better on the second attempt, the candidate will be scholastically suspended and permanently withdrawn from program.

Residency Requirements and Course Waivers for the MAED/ADM

The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 29 graduate level credits at the University.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally accredited college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: ADMIN 510, ADMIN 520, ADMIN 530, ADMIN 540, ADMIN 550, ADMIN 500CA, COM 516

Field Work and Clinical Experience for the MAED/ADM

Field Work and Clinical Experience Policies

• The Administrative Field Work and Clinical Experience is two-part experience as seen below:
  • Candidates must complete 120 hours of directed field work and clinical experience
  • Candidates must complete individual activities to verify the completion of the Administration Performance Expectations
  • Candidates who are removed from a field work and clinical experience at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.

Field Work

Students must document having met all CAPE and CE standards during field experience by the end of the MAED/ADM program. These hours are documented on the Field Work and Clinical Experience Record Log. Beginning with the first course, and throughout the program, candidates are required to complete Field Experiences. The focus of each field experience will relate to specific course content and will follow a structured format. Documentation of field experience must be maintained and reviewed as specified in the handbook/courses and will be reviewed by campus staff and faculty. Candidates must work with their campus to arrange field experience.

Re-entry for the MAED/ADM

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version.
However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved. Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

**Institutional Recommendation for the MAED/ADM**

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for Administrative Services Credential). Refer to New Student Checklist and your state certification agency for specific requirements.
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and be degree conferred. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Verification of employment in an administrative position is required prior to issuance of a Preliminary Administrative Credential. Those students who do not have an offer of employment in an administrative position may apply for a Certificate of Eligibility to seek employment.

**Master of Arts in Education/Adult Education and Training**

The following Master of Arts in Education/Adult Education and Training (MAED/AET) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts/Adult Education and Training (MAED/AET) program is designed for individuals interested in working with adult learners in areas such as corporate training, non-profit and community-based organizations, government, postsecondary education, and human services agencies. Learners develop competencies and expertise necessary to align education and training with strategic objectives and human services foundations across an enterprise with culturally diverse populations. Learners expand their knowledge in andragogical theory, instructional design and strategies, assessment of learning, delivering online learning, management and marketing, and technology integration. In addition, learners engage in practice through collaborative learning, social media, and community-based learning. Graduates will be able to serve adult students, colleagues, industries, and communities as expert educators and trainers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-aet.

**Program Purpose**

The Master of Arts in Education/Adult Education and Training is a graduate degree program intended for students interested in working with adult learners in an educational or training environment. The program does not prepare students for any type of professional certification or state licensure as a teacher. It is only intended as an advanced degree.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement instructional practices to produce a positive impact on adult learning.
- Students will be able to understand the process of organizational change and how to communicate effectively to stakeholders.
- Students will be able to evaluate the educational and training needs of an organization.
- Students will be able to create innovative strategies and incorporate technology in adult education and training programs.

**Program Requirements for the MAED/AET**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 500</td>
<td>Organizational Communication for Adult Education and Training</td>
<td>3 credits</td>
</tr>
<tr>
<td>AET 508</td>
<td>Community-Based Education</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 516</td>
<td>Curriculum Theory and Instructional Design</td>
<td>4 credits</td>
</tr>
<tr>
<td>CUR 518</td>
<td>Multicultural Strategies for the Adult Learner</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 528</td>
<td>Assessment of Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 532</td>
<td>Facilitating Online Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>AET 552</td>
<td>Marketing Adult Education</td>
<td>3 credits</td>
</tr>
<tr>
<td>AET 560</td>
<td>Facilitating Change</td>
<td>3 credits</td>
</tr>
<tr>
<td>AET 562</td>
<td>Social Media for Professional Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>AET 570</td>
<td>Program Development in Adult Education</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Additional Admission Requirements for the MAED/AET
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (e.g., JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/AET

- The completion of a minimum of 34 credits.
- A minimum grade point average (GPA) of 3.0.

The diploma awarded for this program will read:

Master of Arts in Education Adult Education and Training

Residency Requirements and Course Waivers for the MAED/AET

Students in this program may waive a maximum of 6 credits from their required course of study on the basis of prior graduate level coursework.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

Any student in MAED/TED-Elementary, MAED/TED-Secondary, or MAED-Special Education who have completed a minimum of 12 credits, and for whom Candidacy Level II status equals 2N, is eligible to enter the MAED/AET program using the following course waivers:

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
<th>Using Courses (or equivalents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>AET 500 (3 credits)</td>
<td>MTE 501 (2 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 516 (4 credits)</td>
<td>MTE 508 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 528 (3 credits)</td>
<td>MTE 562 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>Total credits: 10</td>
<td>Total credits: 8</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>AET 500 (3 credits)</td>
<td>MTE 501 (2 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 516 (4 credits)</td>
<td>SEC 508 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 528 (3 credits)</td>
<td>MTE 562 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>Total credits: 10</td>
<td>Total credits: 8</td>
</tr>
<tr>
<td>MAED/SPE</td>
<td>CUR 516 (4 credits)</td>
<td>MTE 508 (3 credits) and SPE 511 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>and SPE 578 (3 credits)</td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>and SPE 546 (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Re-entry for the MAED/AET

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Arts in Education/Elementary Teacher Education

The following Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a
The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications/applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in elementary education.

- Students will be able to apply professional ethics to their instructional practices in elementary education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
- Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 ......................................................................................0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
COM 516 ......................................................................................1 credit
Professional Communications

Foundations of Education, 2 total credits
MTE 501 ~ .................................................................2 credits
The Art and Science of Teaching

Educational Theories and Models, 6 total credits
MTE 518 ~ .................................................................3 credits
Models, Theories, and Instructional Strategies
MTE 522 ......................................................................................3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ .................................................................2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ .................................................................3 credits
Assessment and Evaluation

Reading, 4 total credits
RDG 537 ~ .................................................................4 credits
Curriculum Constructs & Assessment: Reading and Language Arts

Special Populations, 8 total credits
SEI 500 .....................................................................................3 credits
Structured English Immersion
SEI 503 ~ .................................................................3 credits
Advanced Structured English Immersion Methods
SPE 514 ......................................................................................2 credits
Survey of Special Populations

Elementary Methods and Assessment, 10 total credits
MTE 531 .....................................................................................2 credits
Curriculum Constructs & Assessment: History and Social Science
MTE 533 .....................................................................................4 credits
Curriculum Constructs & Assessment: Science and Mathematics
MTE 534 .....................................................................................2 credits
Curriculum Constructs & Assessment: Visual and Performing Arts
MTE 537 .....................................................................................2 credits
Curriculum Constructs & Assessment: Physical Education and Health

Student Teaching & Field Experience, 8 total credits
ELM 598 ~ .................................................................4 credits
Elementary Student Teaching Part A
ELM 599 ~ .................................................................4 credits
Elementary Student Teaching Part B
Georgia and Illinois students will take MTE 583 in place of ELM 598 and ELM 599.
MTE 583 ~ ................................................................. 8 credits
Student Teaching
The University reserves the right to modify the required course of Study.

Additional Admission Requirements for the MAED/TED-E
All applicants are expected to meet the following admissions requirements:
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Additional Elementary Admission Requirements for Michigan:
- Students enrolled in the MAED/TED-E program and residing in the state of Michigan must provide a transcripted verification of a minimum of 30 semester credit hours in one of the content areas appropriate to elementary education prior to admission to the University.
- Appropriate content areas are:
  - English/Language Arts
  - Math
  - Science
  - Social Studies

Candidacy Status for the MAED/TED-E
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  - Demonstration of basic skills proficiency
  - Verification of fingerprint clearance

Georgia residents attending Online and Local Campus students with enrollment agreements signed 3/1/2015 or thereafter seeking a Georgia certificate:
Additional Candidacy Level II Requirements:
- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment-Program Entry Assessment (350)
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/TED-E
- Completion of a minimum of 44 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and / or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and / or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- Georgia residents attending Online and Local Campus students who complete field experience, student teaching, and apply for state certification 9/1/2015 or thereafter must complete:
  - Teacher Performance Assessment
  - GACE Educator Ethics Exit Exam (360)
- The diploma awarded for this program will read as: Master of Arts in Education Elementary Teacher Education

Academic Progression Requirements for the MAED/TED-E
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
- Immunization or TB test results (District specific)
- Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
- Verification of the completion of 100 hours of field experience.
- Students residing in Iowa must provide verification of the completion of any outstanding credits as indicated in the admissions requirements prior to student teaching.

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/TED-E
- A candidate must earn a grade of “B” (grades of “I” and “B-” are not accepted) or better in the following courses in order to student teach: ELM 598, ELM 599. Georgia and Illinois students only: MTE 583.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.

• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the MAED/TED-E

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.

• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, ELM 598, ELM 599, MTE 507, MTE 518, MTE 522, MTE 533, RDG 537, SPE 514. Georgia and Illinois students only: COM 516, MTE 507, MTE 518, MTE 522, MTE 533, RDG 537, SPE 514, MTE 583.

Arizona residents may waive SEI 500 and/or SEI 503 with an Arizona Department of Education approved SEI course (institution of higher education or approved district workshop) OR verification of one of the following endorsements:

• Arizona Provisional SEI Endorsement (SEI 500)
• Arizona Full SEI Endorsement (SEI 503)
• Arizona English as a Second Language Endorsement
• Arizona Bilingual Endorsement

Approved SEI courses/workshops can be found at https://www.ade.az.gov/oeas/.

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Program. Candidates must provide verification of completion in order to be eligible for these waivers:

Program Courses Waived

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 506, MTE 518</td>
</tr>
</tbody>
</table>

Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

• Fingerprint clearance
• Basic Skills proficiency
• Completion and uploading of the Teacher Work Sample (TWS)
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.

Field Experience for the MAED/TED-E

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/TED-E

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

Arizona Teacher candidates enrolled in the MAED/TED-E program will be issued an Elementary certificate in grades 1-8. Teacher candidates in the MAED/TED-E program will not be eligible to student teach in Kindergarten and will not be issued an Institutional Recommendation (IR) as the Arizona Department of Education will no longer recognize Kindergarten experience for certification in Elementary education.

• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpose their enrollment in the student teaching courses.
• Students who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
• Candidates in the MAED/TED program may not student teach in special education.
• MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.
• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Institutional Recommendation for the MAED/TED-E

• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of school law, state and U.S. Constitution coursework, as required by the state certification agency.

Arizona Teaching Intern Certificate Program

The requirements for initial issuance of the teaching intern certificate are:
• A Bachelor’s degree or higher from an accredited institution
• A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment that corresponds to the applicant’s teaching assignment(s)
• Completion of the requirements for a Provisional Structured English Immersion endorsement as prescribed in R7-2-613(J)
• A valid fingerprint clearance card issued by the Arizona Department of Public Safety

Re-entry for the MAED/TED-E

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Secondary Teacher Education

The following Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a
cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/program/maed-ted-s.

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

Program Purpose
The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become secondary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator license agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in secondary education.
- Students will be able apply professional ethics to their instructional practices in secondary education.
- Students will be able evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations.
- Students will be able create innovative strategies and incorporate technology in a secondary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 .................................................................1 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
COM 516 .................................................................1 credits

Professional Communications
Foundations of Education, 2 total credits
MTE 501 ~ .................................................................2 credits

The Art and Science of Teaching
Educational Theories and Models, 6 total credits
SEC 508 ~ .................................................................3 credits
Models, Theories and Strategies for Secondary Education
MTE 523 .................................................................3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ .................................................................2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ .................................................................3 credits
Assessment and Evaluation

Secondary Reading, 3 total credits
RDG 542 ~ .................................................................3 credits
Curriculum Constructs & Assessment: Reading Methods for Secondary Settings

Secondary Methods, 3 total credits
MTE 559 .................................................................3 credits
Curriculum Constructs and Assessment: Secondary Methods
RDG 542 ~ .................................................................3 credits

Curriculum Constructs & Assessment: Secondary Methods

Structured English Immersion

Secondary Elective, 3 total credits
SEI 503 .................................................................3 credits
Advanced Structured English Immersion Methods

Special Populations, 2 total credits
SPE 514 .................................................................2 credits
Survey of Special Populations

Student Teaching & Field Experience, 8 total credits
SEC 598 ~ .................................................................4 credits
Secondary Student Teaching Part A
SEC 599 ~ .................................................................4 credits
Secondary Student Teaching Part B
Georgia and Illinois students will take SEC 596 in place of SEC 598 and SEC 599
SEC 596 ~ .................................................................8 credits
Student Teaching

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/TED-S
All applicants are expected to meet the following admissions requirements:
Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.

Students in the MAED/TED-S program residing in Tennessee and attending UOPX online must have an undergraduate degree in a secondary endorsement area as recognized by the Tennessee State Board of Education. Endorsement areas designated as Pre-K-12 or K-12 are not eligible for enrollment.

Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.

All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Additional Secondary Admission Requirements for Iowa:
- To be admitted, students must provide transcripted verification of a minimum of 24 semester credit hours in their secondary content area.

Additional Secondary Admission Requirements for Michigan:
- Students enrolled in the MAED/TED-S program and residing in the state of Michigan must provide a transcripted verification of a minimum of 30 semester credit hours in their secondary content area prior to admission to the University.

Candidacy Status for the MAED/TED-S

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  - Demonstration of basic skills proficiency
  - Verification of fingerprint clearance

Georgia residents attending Online and Local Campus students with enrollment agreements signed 3/1/2015 or thereafter seeking a Georgia certificate:

Additional Candidacy Level II Requirements:
- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment-Program Entry Assessment (350)
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/TED-S
- Completion of a minimum of 36 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure student's meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- Georgia residents attending Online and Local Campus students who complete field experience, student teaching, and apply for state certification 9/1/2015 or thereafter must complete:
  - Teacher Performance Assessment
  - GACE Educator Ethics Exit Exam (360)
  - The diploma awarded for this program will read as: Master of Arts in Education Secondary Teacher Education

Academic Progression Requirements for the MAED/TED-S

Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
- Immunization or TB test results (District specific)
- Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
- Verification of the completion of 100 hours of field experience.
- Students residing in Iowa must provide verification of the completion of any outstanding credits as indicated in the admissions requirements prior to student teaching.
- Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/TED-S

A candidate must earn a grade of “B” (grades of “I” or “B-” are not accepted) or better in the following courses in order to student teach: SEC 598, SEC 599. Georgia and Illinois students only: SEC 596.

Candidates must earn a “B” or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a “B” or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.

If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.
Institutional Recommendation for the MAED/TED-S

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR; request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated professional knowledge exam.
- Candidates must provide verification of school law, state and U.S. Constitution coursework, as required by the state certification agency.

Residency Requirements and Course Waivers for the MAED/TED-S

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507, MTE 523, MTE 559, RDG 542, SEC 508, SEC 598, SEC 599, SPE 514. Georgia and Illinois students only: COM 516, MTE 507, MTE 523, MTE 559, RDG 542, SEC 508, SPE 514, SEC 596.

Arizona residents may waive SEI 500 and/or SEI 503 with an Arizona Department of Education approved SEI course (institution of higher education or approved district workshop) OR verification of one of the following endorsements:

- Arizona Provisional SEI Endorsement (SEI 500)
- Arizona Full SEI Endorsement (SEI 503)
- Arizona English as a Second Language Endorsement
- Arizona Bilingual Endorsement

Approved SEI courses/workshops can be found at https://www.ade.az.gov/oelas/.

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Program. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
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<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 506, MTE 518</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 501 MTE 506, SEC 508</td>
</tr>
</tbody>
</table>

Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- Basic Skills proficiency
- Completion and uploading of the Teacher Work Sample (TWS)
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.

Field Experience for the MAED/TED-S

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through grade eight. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/TED-S

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
• Candidates in the MAED/TED program may not student teach in special education.
• MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.
• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Arizona Teaching Intern Certificate Program
The requirements for initial issuance of the teaching intern certificate are:
• A Bachelor’s degree or higher from an accredited institution
• A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment that corresponds to the applicant’s teaching assignment(s)
• Completion of the requirements for a Provisional Structured English Immersion endorsement as prescribed in R7-2-613(J)
• A valid fingerprint clearance card issued by the Arizona Department of Public Safety

Re-entry for the MAED/TED-S
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version.

However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Elementary Teacher Education (Hawaii)

The following Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-e.

Program Purpose
The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure
requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
• Students will be able to evaluate effective professional practice in elementary education.
• Students will be able to apply professional ethics to their instructional practices in elementary education.
• Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
• Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits

MTE 507....................................................................................0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit

COM 516 ....................................................................................1 credit
Professional Communications

Foundations of Education, 2 total credits

MTE 501 ....................................................................................2 credits
The Art and Science of Teaching

Educational Theories and Models, 6 total credits

MTE 518 ~ ................................................................................3 credits
Models, Theories, and Instructional Strategies
MTE 522 ....................................................................................3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits

MTE 506 ~ ................................................................................2 credits
Child and Adolescent Development

Assessment, 3 total credits

MTE 562 ~ ................................................................................3 credits
Assessment and Evaluation

Reading, 4 total credits

RDG 537 ~ ................................................................................4 credits
Curriculum Constructs & Assessment: Reading and Language Arts

Special Populations, 5 total credits

MTE 553....................................................................................3 credits
Instruction and Assessment of English Language Learners
SPE 514 ....................................................................................2 credits
Survey of Special Populations

Elementary Methods and Assessment, 10 total credits

MTE 531 ....................................................................................2 credits
Curriculum Constructs & Assessment: History and Social Science
MTE 533 ....................................................................................4 credits
Curriculum Constructs & Assessment: Science and Mathematics
MTE 534 ....................................................................................2 credits
Curriculum Constructs & Assessment: Visual and Performing Arts
MTE 537 ....................................................................................2 credits
Curriculum Constructs & Assessment: Physical Education and Health

Student Teaching & Field Experience, 8 total credits

ELM 598 ~ ................................................................................4 credits
Elementary Student Teaching Part A
ELM 599 ~ ................................................................................4 credits
Elementary Student Teaching Part B

The University reserves the right to modify the Required Course of Study.

Additional Admission Requirements for the MAED/TED-E

All applicants are expected to meet the following admissions requirements:

• Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
• Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

Candidate Status for the MAED/TED-E

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
• Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  • Demonstration of basic skills proficiency
  • Verification of fingerprint clearance
Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

**Degree Completion Requirements for the MAED/TED-E**

- Completion of a minimum of 41 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure student's meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Elementary Teacher Education

**Academic Progression Requirements for the MAED/TED-E**

Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:

- Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
- Verification of the completion of 100 hours of field experience

**Minimum Grade Requirements for the MAED/TED-E**

- A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: ELM 598 and ELM 599.
- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

**Institutional Recommendation for the MAED/TED-E**

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated professional knowledge exam.
- Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

**Residency Requirements and Course Waivers for the MAED/TED-E**

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, ELM 598, ELM 599, MTE 507, MTE 518, MTE 522, MTE 533, RDG 537, SPE 514

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 506, MTE 518</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, SEC 508</td>
</tr>
</tbody>
</table>

**Field Experience for the MAED/TED-E**

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

**Student Teaching for the MAED/TED-E**

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of stu-
dent teaching. Candidates must follow the guidelines in place at their campus.

- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
- Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
- Candidates in the MAED/TED program may not student teach in special education.
- MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can 'student teach' or 'validate' in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candiates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

- Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
- Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Candidates attending online who live in Hawaii, must transfer to the Hawaii ground campus for their student teaching experience and student teaching seminars. These courses will allow students to complete their MAED/TED program and earn a Hawaii credential. This policy applies to candidates in the following programs: MAED/TED-E, MAED/TED-S (English, social studies, math, or science concentrations).

MAED/TED candidates living in Hawaii who attend online and are pursuing a content area outside of the four areas noted above must meet the Arizona requirements, including AEPA exams or comparable content and professional knowledge examinations from another state or agency taken within the past 7 years and Arizona fingerprinting requirements, in order to complete the Arizona approved program and be eligible for Institutional Recommendation.

*Re-entry for the MAED/TED-E*

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

**Master of Arts in Education/Secondary Teacher Education (Hawaii)**

The following Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences.
covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-s.

Program Purpose
The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become secondary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
- Students will be able evaluate effective professional practice in secondary education.
- Students will be able apply professional ethics to their instructional practices in secondary education.
- Students will be able evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations.
- Students will be able create innovative strategies and incorporate technology in a secondary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 ................................................................. 0 credits
Orientation to Teacher Education
Introductory Course, 1 total credit
COM 516 ............................................................... 1 credit
Professional Communications
Foundations of Education, 2 total credits
MTE 501 ~ .......................................................... 2 credits
The Art and Science of Teaching
Educational Theories and Models, 6 total credits
SEC 508 ~ ......................................................... 3 credits
Models, Theories and Instructional Strategies for Secondary Edu-

MTE 523 ................................................................. 3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ .......................................................... 2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ .......................................................... 3 credits
Assessment and Evaluation

Secondary Reading, 3 total credits
RDG 542 ~ .......................................................... 3 credits
Curriculum Constructs & Assessment: Reading Methods for Sec-

Special Populations, 5 total credits
MTE 553 ............................................................... 3 credits
Instruction and Assessment of English Language Learners
SPE 514 ................................................................. 2 credits
Survey of Special Populations
Secondary Methods and Assessment, 3 total credits
MTE 564 ............................................................... 3 credits
Curriculum Constructs and Assessment: Secondary Math
MTE 566 ............................................................... 3 credits
Curriculum Constructs & Assessment: Secondary English/Lan-

MAT 538 ............................................................ 3 credits
Adolescent Psychology
MAT 538 ............................................................ 3 credits

MAT 504 ............................................................ 3 credits
Language Development for Secondary Settings
MAT 504 ............................................................ 3 credits

MTE 557 .............................................................. 3 credits
Curriculum Constructs & Assessment: Secondary History/Social

MTE 569 .............................................................. 3 credits
Science
MTE 569 .............................................................. 3 credits
Curriculum Constructs & Assessment: Secondary Science

Secondary Elective, 3 total credits
MTE 556 ............................................................... 3 credits
Curriculum Constructs & Assessment: Distance Education Meth-

MTE 566 ............................................................... 3 credits
Curriculum Constructs & Assessment: Secondary English/Lan-

MAT 504 ............................................................ 3 credits
Adolescent Psychology
MAT 538 ............................................................ 3 credits
Middle School Foundations and Philosophy
CMP 521 ............................................................ 3 credits
Using Computers in Education

Student Teaching & Field Experience, 8 total credits
SEC 598 ~ .......................................................... 4 credits
Secondary Student Teaching Part A
SEC 599 ~ .......................................................... 4 credits
Secondary Student Teaching Part B

The University reserves the right to modify the Required Course of Study.

Additional Admission Requirements for the MAED/TED-S
All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/ licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
• Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

Candidacy Status for the MAED/TED-S
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
• Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  • Demonstration of basic skills proficiency
  • Verification of fingerprint clearance

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Requirements for the MAED/TED-S
• Completion of a minimum of 36 credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS).
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• The diploma awarded for this program will read as: Master of Arts in Education Secondary Teacher Education

Academic Progression Requirements for the MAED/TED-S
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must pro-
vide:
• Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
• Verification of the completion of 100 hours of field experience

Minimum Grade Requirements for the MAED/TED-S
A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: SEC 598 and SEC 599.

Institutional Recommendation for the MAED/TED-S
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Residency Requirements and Course Waivers for the MAED/TED-S
Students in this program may waive a maximum of 6 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assess-
ment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507, MTE 523, MTE 564, MTE 566, MTE 567, MTE 569, RDG 542, SEC 508, SEC 598, SEC 599, SPE 514

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

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<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
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<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 506, MTE 518</td>
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<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, SEC 508</td>
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Field Experience for the MAED/TED-S

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/TED-S

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
- Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
- Candidates in the MAED/TED program may not student teach in special education.

- MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can 'student teach' or 'validate' in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

- Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
- Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Candidates attending online who live in Hawaii, must transfer to the Hawaii ground campus for their student teaching experience and student teaching seminars. These courses will allow students to complete their MAED/TED program and earn a Hawaii credential. This policy applies to candidates in the following programs: MAED/TED-E, MAED/TED-S (English, social studies, math, or science concentrations).

MAED/TED-S candidates living in Hawaii who attend online and are pursuing a content area outside of the four areas noted above must meet the Arizona requirements, including AEPA exams or comparable content and professional knowledge examinations from another state or agency taken within the past 7 years and Arizona fingerprinting requirements, in order to complete the Arizona approved program and be eligible for Institutional Recommendation.

Re-entry for the MAED/TED-S

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territo-
The following Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-e.

Program Purpose
The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- **Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.**
- **Students will be able to evaluate effective professional practice in elementary education.**
- **Students will be able to apply professional ethics to their instructional practices in elementary education.**
- **Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.**
- **Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.**

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Orientation, 0 total credits**
- MTE 501 ~ .................................................................................0 credits

**Introductory Course, 1 total credit**
- COM 516 ................................................................................1 credit

**Professional Communications**

**Foundations of Education, 2 total credits**
- MTE 501 ~ .................................................................................2 credits

**The Art and Science of Teaching**
- MTE 518CA ~ .............................................................................3 credits
- Models, Theories, and Instructional Strategies
- MTE 522CA .................................................................................3 credits

**Maintaining an Effective Learning Climate**
- MTE 506 ~ .................................................................................2 credits

**Human Development, 2 total credits**
- SPE 514CA ...............................................................................2 credits

**Child and Adolescent Development**

**Assessment, 3 total credits**
- MTE 562 ~ .................................................................................3 credits

**Reading, 4 total credits**
- RDG 537CA ~ .............................................................................4 credits

**Curriculum Constructs & Assessment: Reading and Language Arts**
- Special Populations, 5 total credits
- ELL 500 ....................................................................................3 credits
- Instructional Methods for English Language Learners
- SPE 514CA ...............................................................................2 credits

**Survey of Special Populations**
- MTE 533CA .................................................................................4 credits
- Curriculum Constructs & Assessment: Science and Mathematics
- MTE 534 ....................................................................................2 credits
- Curriculum Constructs & Assessment: Visual and Performing Arts
- MTE 537 ....................................................................................2 credits
- Curriculum Constructs & Assessment: Physical Education and
Health

Student Teaching, 8 total credits
ELM 590 ~................................................................................ 4 credits
Elementary Student Teaching Part A
ELM 595 ~................................................................................ 4 credits
Elementary Student Teaching Part B
The University reserves the right to modify the Required Course of Study.

Teacher Performance Assessment, 2 total credits
TPA 001 ~................................................................................ 1 credit
Subject Specific Pedagogy
TPA 002 ~................................................................................ 1 credit
Designing Instruction
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/TED-E
All applicants are expected to meet the following admissions requirements:

• Students enrolled in this program must have an undergraduate or graduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending the online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• All California residents (Online and Local) must enroll in this version. Candidates in the MAED/TED-E and MAED/TED-S programs must sign the California Teaching Performance Assessment (TPA) Code of Honor Guidelines.
• TB test results (District specific)
• Verification of Certificate of Clearance or other approved Certificate of Clearance documents.

Candidacy Status for the MAED/TED-E
The College of Education has two levels of candidacy status consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling. Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.

Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.

• Demonstration of basic skills proficiency
  • Students who reside in states that require a basic skills test exam for teacher certification will be required to successfully pass the state exam (i.e. CBEST, CSET, Praxis I, etc.) using their state’s cut score.

• Online students who reside in California and are enrolled in a California approved program (MAED/TED-E or MAED/TED-S) must successfully pass the CBEST exam, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.
• Students enrolled in this program (Elementary or Secondary) must provide one of the following verifications prior to the completion of 12 semester credits in the program:
  • The candidate provides evidence of having passed the appropriate subject matter examination(s).
  • The candidate provides evidence of having attempted the appropriate subject matter examination(s).
  • The candidate provides evidence of registration for the next scheduled examination.
  • The candidate provides evidence of having completed a Commission approved subject matter preparation program.
  • The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/TED-E
• Completion of a minimum of 43 credits.
• A minimum grade point average (GPA) of 3.0.
• Students must pass all four Teacher Performance Assessments (TPA).
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• The diploma awarded for this program will read as:
  Master of Arts in Education
  Elementary Teacher Education

Academic Progression Requirements for the MAED/TED-E
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:

• Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
• Verification of the completion of 100 hours of field experience

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience. California students must pass the following courses: TPA 001 and TPA 002 prior to beginning their student teaching experience.

Candidates enrolled in MAED/TED-E and S must receive passing scores on the following assessments: TPA 1 Subject-specific Pedagogy and TPA 2 Designing Instruction prior to beginning their student teaching experience. Verification of scores is maintained by the campus Credential Analyst.
Courses Waived

Minimum Grade Requirements for the MAED/TED-E

• MTE 505 (3 credits) or MTE 506 (2 credits)
• MTE 501 (2 credits)

Minimum Grade Requirements for the MAED/TED-E

• A candidate must earn a grade of “B” (grades of “I” and “B-” are not accepted) or better in the following courses: ELM 590, ELM 595
• Candidates must earn a “B” or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a “B” or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
• If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the MAED/TED-E

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following guidelines:
• The course must have been completed at a regionally accredited, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, ELM 590, ELM 595, MTE 507CA, MTE 518CA, MTE 522CA, MTE 533CA, RDG 537CA, SPE 514CA.

Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

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<td>MAED/TED-E</td>
<td>MTE 501, MTE 501CA, MTE 506, MTE 506CA, MTE 518, MTE 518CA</td>
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<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, SEC 508, SEC 508CA</td>
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Field Experience for the MAED/TED-E

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experience, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience. A Certificate of Clearance and negative TB test is required prior to Field Experience placement.

Student Teaching for the MAED/TED-E

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
• Candidates in the MAED/TED program may not student teach in special education.
MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g., 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and pass CalTPA tasks 3 and 4.

California students must pass the Teacher Performance Assessment 3 and 4 during student teaching. Students may attempt the Teacher Performance Assessment 3 and 4 a maximum of two (2) times.

Candidates enrolled in this program must complete placements in two elementary grade levels. Placements must occur in two of the following grade levels: K-2, 3-5, or 6. One placement is for seven (7) weeks and the other placement is for eight (8) weeks. These must be self-contained classroom settings in which the candidates teach 6 of the 7 multiple subject areas to the same group of students.

Candidates enrolled in this program must complete a full-time student teaching experience (minimum 15 weeks) in which they teach two content areas and/or two grade-levels within their discipline. Candidates must student teach in the disciplines covered by their subject matter competency exams.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Out of state Student Teaching
Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.

Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Institutional Recommendation for the MAED/TED-E
Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Candidates must pass their state-mandated professional knowledge exam.

Candidates in this program must pass the RICA exam.

Candidates completing the California approved MAED/TED-E or S program must provide verification of current CPR certification prior to being recommended for their credential.

Candidates must provide verification of U.S. Constitution coursework (with a grade of "C" or better), or exam as required by the state certification agency.

California Teaching Performance Assessment Policy
Candidates must receive passing scores on TPA 001: Subject-Specific Pedagogy (course and assessment) and TPA 002: Designing Instruction (course and assessment) prior to beginning their student teaching experience. Verification of scores is maintained by the campus Credential Analyst.

Candidates may attempt the Teaching Performance Assessment 1: Subject-Specific Pedagogy and Teaching Performance Assessment 2: Designing Instruction a total of three times each. Candidates are required to retake TPA 001 or TPA 002 courses if they have failed the corresponding assessment two times. This retake must be completed prior to the third attempt.

Teaching Performance Assessment 3: Assessing Learning and Teaching Performance Assessment 4: Culminating Teaching Experience are completed during the student teaching experience. These assessments can only be attempted two times each.

Candidates must earn a score of 3 or 4 on each Teaching Performance Assessment to be considered passing. Scores of 1 or 2 are not considered passing scores.

Candidates who are unable to pass any assessment after the allotted number of attempts are permanently removed from the program.

TPA 1 and TPA2 = 3 attempts
TPA 3 and TPA4 = 2 attempts

Students who transfer into MAED/TEDCA E or S and have documentation of passing TPA 1: Subject-Specific Pedagogy and/or TPA 2: Designing Instruction while attending another university are not required to complete the corresponding preparation courses TPA 001 - Subject-Specific Pedagogy and/or TPA 002 - Designing Instruction. Students should submit a course waiver request to apply the TPA 1 and/or TPA 2 assessments to the TPA 001 and/or TPA 002 courses at University of Phoenix.

California Intern Credential
Candidates in California may qualify for an intern credential in California while enrolled in the MAED/TED program. The California Commission has identified specific requirements for intern qualification.

Candidates who qualify as an elementary or secondary intern must meet the requirements noted below and sign an intern checklist.

Candidates who are seeking an Internship must also be advised of the Early Completion Option.

Candidates must provide verification of each of the following requirements:

- Passing score on CBEST, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.
- Passing score on appropriate CSET for intern placement
- Completion of a Bachelors degree from a regionally accredited institution
- Letter of Intent to Hire
• Completion of 30 hours Field Experience with diverse students
• Certificate of Clearance
• Continuous enrollment in the University of Phoenix MAED/TED-E or 5 (Elementary or Secondary Education teacher preparation degree program)
• US Constitution (units or exam)
• Negative TB results or negative chest x-ray
• Completion of the following coursework: Multiple Subject: MTE 506CA; MTE 518CA; ELL 500; SPE 514CA; RDG 537CA; MTE 522CA A Single Subject: MTE 506CA; SEC 508CA; ELL 500; SPE 514CA; RDG 542CA; MTE 523CA

If an intern candidate is removed from the university intern program, the university must notify the California Commission on Teacher Credentialing so the intern certificate can be deactivated by the Commission. If the candidate re-enters the program, the Commission must be notified in order to reactivate the intern credential.

Candidates who had been issued an Internship from another university may qualify, per state Commission requirements, if a candidate went out of attendance needing only student teaching, internship or practicum and can complete within their year and have completed all degree requirements except student teaching performance assessment. Candidates who have been out of attendance for more than one year and 4 semesters will not be eligible to re-enter.

California Early Completion Option
California residents may qualify, per state Commission requirements, for the early completion option. This allows candidates to complete only the supervised student teaching component and teaching performance assessment.
Candidates who qualify for the early completion option must take TPA 001 and TPA 002, Student Teaching Seminars A & B and successfully complete the Teaching Performance Assessments 1, 2 and 3. Re-entry for the MAED/TED-E
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, they must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Secondary Teacher Education (California)

The following Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-s.

Program Purpose
The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become secondary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

420
• Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
• Students will be able evaluate effective professional practice in secondary education.
• Students will be able apply professional ethics to their instructional practices in secondary education.
• Students will be able evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations.
• Students will be able create innovative strategies and incorporate technology in a secondary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507CA ................................................................. 0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
COM 516 ................................................................. 1 credit
Professional Communications

Foundations of Education, 2 total credits
MTE 501 ~ ................................................................. 2 credits
The Art and Science of Teaching

Educational Theories and Models, 6 total credits
SEC 508CA ~ ........................................................... 3 credits
Models, Theories, and Strategies for Secondary Education
MTE 523CA ............................................................... 3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ ................................................................. 2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ ................................................................. 3 credits
Assessment and Evaluation

Secondary Reading, 3 total credits
RDG 542CA ............................................................... 3 credits
Curriculum Constructs & Assessment: Reading Methods for Secondary Settings

Special Populations, 5 total credits
ELL 500 ................................................................. 3 credits
Instructional Methods for English Language Learners
SPE 514CA .............................................................. 2 credits
Survey of Special Populations

Secondary Methods and Assessment, 3 total credits
MTE 528CA ............................................................... 3 credits
Curriculum Constructs and Assessment: Visual Arts
MTE 564CA ............................................................... 3 credits
Curriculum Constructs and Assessment: Secondary Math
MTE 566CA ............................................................... 3 credits
Curriculum Constructs & Assessment: Secondary English/Language Arts
MTE 567CA ............................................................... 3 credits
Curriculum Constructs & Assessment: Secondary History/Social Science
MTE 569CA ............................................................... 3 credits
Curriculum Constructs and Assessment: Secondary Science
MTE 551CA ............................................................... 3 credits
Curriculum Constructs and Assessment: Physical Education

Secondary Elective, 2 total credits
MTE 541CA ............................................................... 2 credits
Language Development for Secondary Settings

Student Teaching, 8 total credits
SEC 590 ~ ............................................................... 4 credits
Secondary Student Teaching Part A
SEC 595 ~ ............................................................... 4 credits
Secondary Student Teaching Part B

Teacher Performance Assessment, 2 total credits
TPA 001 ~ ............................................................... 1 credit
Subject Specific Pedagogy
TPA 002 ~ ............................................................... 1 credit
Designing Instruction

Additional Admission Requirements for the MAED/TED-S
All applicants are expected to meet the following admissions requirements:
• Students enrolled in this program must have an undergraduate or graduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• All California residents (Online and Local) must enroll in this version. Candidates in the MAED/TED-E and MAED/TED-S programs must sign the California Teaching Performance Assessment (TPA) Code of Honor Guidelines.
• TB test results (District specific)
• Verification of Certificate of Clearance or other approved Certificate of Clearance documents.

Candidacy Status for the MAED/TED-S
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling. Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed.
evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.

- Demonstration of basic skills proficiency
  - Students who reside in states that require a basic skills test exam for teacher certification will be required to successfully pass the state exam (i.e. CBEST, CSET, Praxis I, etc.) using their state’s cut score.
  - Online students who reside in California and are enrolled in a California approved program (MAED/TED-E or MAED/TED-S) must successfully pass the CBEST exam, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.

- Students enrolled in this program (Elementary or Secondary) must provide one of the following verifications prior to the completion of 12 semester credits in the program:
  - The candidate provides evidence of having passed the appropriate subject matter examination(s).
  - The candidate provides evidence of having attempted the appropriate subject matter examination(s).
  - The candidate provides evidence of registration for the next scheduled examination.
  - The candidate provides evidence of having completed a Commission approved subject matter preparation program.
  - The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

**Degree Completion Requirements for the MAED/TED-S**

- Completion of a minimum of 37 credits.
- A minimum grade point average (GPA) of 3.0.
- Students must pass all four Teacher Performance Assessments (TPA).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure student's meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The candidate provides evidence of having completed a California approved program (MAED/TED-E or MAED/TED-S).
- The candidate provides evidence of having completed a Commission approved subject matter preparation program.
- The candidate provides evidence of having attempted the appropriate subject matter examination(s).
- The candidate provides evidence of registration for the next scheduled examination.
- The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

**Minimum Grade Requirements for the MAED/TED-S**

- A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses: SEC 590, SEC 595
- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

**Residency Requirements and Course Waivers for the MAED/TED-S**

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B"(3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507CA, SEC 508CA, MTE 523CA, RDG 542CA, SPE 514CA, MTE 528CA, MTE 566CA, MTE 567CA, MTE 595.
Courses Waived
• Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 501CA, MTE 506, MTE 506CA, MTE 518, MTE 518CA</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, SEC 508, SEC 508CA</td>
</tr>
</tbody>
</table>

Field Experience for the MAED/TED-S
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience. A Certificate of Clearance and negative TB test is required prior to Field Experience placement.

Student Teaching for the MAED/TED-S
Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
• Candidates in the MAED/TED program may not student teach in special education.

• MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and pass CalTPA tasks 3 and 4.
• California students must pass the Teacher Performance Assessment 3 and 4 during student teaching. Students may attempt the Teacher Performance Assessment 3 and 4 a maximum of two (2) times.
• Candidates enrolled in this program must complete placements in two elementary grade levels. Placements must occur in two of the following grade levels: K-2, 3-5, or 6. One placement is for seven (7) weeks and the other placement is for eight (8) weeks. These must be self-contained classroom settings in which the candidates teach 6 of the 7 multiple subject areas to the same group of students.
• Candidates enrolled in this program must complete a full-time student teaching experience (minimum 15 weeks) in which they teach two content areas and/or two grade-levels within their discipline. Candidates must student teach in the disciplines covered by their subject matter competency exams.
• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Out of state Student Teaching
Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Institutional Recommendation for the MAED/TED-S
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates in this program must pass the RICA exam.
Candidates completing the California approved MAED/TED-E or S program must provide verification of current CPR certification prior to being recommended for their credential.

Candidates must provide verification of U.S. Constitution coursework (with a grade of "C" or better), or exam as required by the state certification agency.

California Teaching Performance Assessment Policy

Candidates must receive passing scores on TPA 001: Subject-Specific Pedagogy (course and assessment) and TPA 002: Designing Instruction (course and assessment) prior to beginning their student teaching experience. Verification of scores is maintained by the campus Credential Analyst.

Candidates may attempt the Teaching Performance Assessment 1: Subject-Specific Pedagogy and Teaching Performance Assessment 2: Designing Instruction a total of three times each. Candidates are required to retake TPA 001 or TPA 002 courses if they have failed the corresponding assessment two times. This retake must be completed prior to the third attempt.

Teaching Performance Assessment 3: Assessing Learning and Teaching Performance Assessment 4: Culminating Teaching Experience are completed during the student teaching experience. These assessments can only be attempted two times each.

Candidates must earn a score of 3 or 4 on each Teaching Performance Assessment to be considered passing. Scores of 1 or 2 are not considered passing scores.

Candidates who are unable to pass any assessment after the allotted number of attempts are permanently removed from the program.

TPA 1 and TPA2 = 3 attempts
TPA 3 and TPA4 = 2 attempts

Students who transfer into MAED/TEDCA E or S and have documentation of passing TPA 1: Subject-specific Pedagogy and/or TPA 2: Designing Instruction while attending another university are not required to complete the corresponding preparation courses TPA 001 - Subject-specific Pedagogy and/or TPA 002 - Designing Instruction. Students should submit a course waiver request to the University of Phoenix. These assessments can only be attempted two times each.

California Intern Credential

Candidates in California may qualify for an intern credential in California while enrolled in the MAED/TED program. The California Commission has identified specific requirements for intern qualification.

Candidates who qualify as an elementary or secondary intern must meet the requirements noted below and sign an intern checklist.

Candidates who are seeking an Internship must also be advised of the Early Completion Option.

Candidates must provide verification of each of the following requirements:

- Passing score on CBEST, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.
- Passing score on appropriate CSET for intern placement
- Completion of a Bachelors degree from a regionally accredited institution
- Letter of Intent to Hire

- Completion of 30 hours Field Experience with diverse students
- Certificate of Clearance
- Continuous enrollment in the University of Phoenix MAED/TED-E or S (Elementary or Secondary Education teacher preparation degree program)
- US Constitution (units or exam)
- Negative TB results or negative chest xray
- Completion of the following coursework: Multiple Subject: MTE 506CA; MTE 518CA; ELL 500; SPE 514CA; RDG 537CA; MTE 522CA Single Subject: MTE 506CA; SEC 508CA; ELL 500; SPE 514CA; RDG 542CA; MTE 523CA

If an intern candidate is removed from the university internship program, the university must notify the California Commission on Teacher Credentialing so the intern certificate can be deactivated by the Commission. If the candidate re-enters the program, the Commission must be notified in order to reactivate the intern credential.

Candidates who have been issued an Internship from another university must provide a letter of academic good standing from their previous university prior to being accepted in the Internship Program.

Candidates must be continuously enrolled to maintain their Internship Credential. Candidates who fail to be continuously enrolled or are dismissed or removed from their Internship will have their Internship Credential revoked and returned to the State with notification to their hiring district.

California Early Completion Option

California residents may qualify, per state Commission requirements, for the early completion option. This allows candidates to complete only the supervised student teaching component and teaching performance assessment.

Candidates who qualify for the early completion option must take TPA 001 and TPA 002, Student Teaching Seminars A & B and successfully complete the Teaching Performance Assessments 1, 2, 3 and 4.

Candidates do not waive course work in MAED/TED and are not earning an MAED/TED degree.

Re-entry for the MAED/TED-S

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.
Master of Arts in Education/Elementary Teacher Education (Utah)

The following Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content. Documentation will be maintained and reviewed as specified in the handbook/courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-e.

Program Purpose

The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in elementary education.
- Students will be able to apply professional ethics to their instructional practices in elementary education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
- Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 .......................................................... 0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
COM 516 .......................................................... 1 credit
Professional Communications

Foundations of Education, 2 total credits
MTE 501 ~ .......................................................... 2 credits
The Art and Science of Teaching

Educational Theories and Models, 6 total credits
MTE 518 ~ .......................................................... 3 credits
Models, Theories, and Instructional Strategies
MTE 522 .......................................................... 3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ .......................................................... 2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ .......................................................... 3 credits
Assessment and Evaluation

Reading, 4 total credits
RDG 537 ~ .......................................................... 4 credits
Curriculum Constructs & Assessment: Reading and Language Arts

Special Populations, 5 total credits
SPE 514 .......................................................... 2 credits
Survey of Special Populations
MTE 553 .......................................................... 3 credits
Instruction and Assessment of English Language Learners

Elementary Methods and Assessment, 10 total credits
MTE 531 .......................................................... 2 credits
Curriculum Constructs & Assessment: History and Social Science
MTE 533 .......................................................... 4 credits
Curriculum Constructs & Assessment: Science and Mathematics
MTE 534 .......................................................... 2 credits
Curriculum Constructs & Assessment: Visual and Performing Arts
MTE 537 .......................................................... 2 credits
Curriculum Constructs & Assessment: Physical Education and Health
Student Teaching & Field Experience, 8 total credits

ELM 598 ~ ................................................................. 4 credits
Elementary Student Teaching Part A
ELM 599 ~ ................................................................. 4 credits
Elementary Student Teaching Part B

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/TED-E

All applicants are expected to meet the following admissions requirements:

- A cumulative grade point average (GPA) of 3.0 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the list of approved agencies for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
- Effective for Enrollment Agreements signed 4/1/2016 or later, demonstration of basic skills proficiency. Students who reside in a state that does not have a basic skills exam have three options for completing this requirement. Students must pass the Praxis I exam at the cut score determined by the College of Education.
  * Reading 169
  * Writing 172
  * Math 170
- Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.
  * Essential Academic Skills Subtest I: Reading - 220
  * Essential Academic Skills Subtest II: Writing - 220
  * Essential Academic Skills Subtest III: Mathematics - 220
  * Essential Academic Skills Subtest IV: Technology Literacy - 220
- Core Academic Skills for Educators (Core)
  * Core Academic Skills for Educators: Reading 156
  * Core Academic Skills for Educators: Writing - 162
  * Core Academic Skills for Educators: Mathematics - 150
- Effective for Enrollment Agreements signed 4/1/2016 or later, verification of fingerprint clearance

Candidacy Status for the MAED/TED-E

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student's eXp file.
  - Students enrolled in this program must provide one of the following verifications prior to the completion of 12 semester credits in the program:
    * The candidate provides evidence of having passed the appropriate UT Board-approved subject matter exam (ie. Praxis II).
    * The candidate provides evidence of having attempted the appropriate UT Board-approved subject matter exam.
    * The candidate provides evidence of registration for the next scheduled examination UT Board-approved subject matter exam.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status. Additional Candidacy Level 2 requirements for Enrollment Agreements signed prior to 4/1/2016

- Demonstration of basic skills proficiency
- Verification of fingerprint clearance

Degree Completion Requirements for the MAED/TED-E

- Completion of a minimum of 41 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The diploma awarded for this program will read as: Master of Arts in Education
  Elementary Teacher Education

Academic Progression Requirements for the MAED/TED-E

Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:

- Immunization or TB test results (District specific)
- Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
- Students enrolled at a Utah campus must provide verification of a ‘student teaching license’ and submit a copy of the license prior to the student teaching placement
- Students enrolled at the Utah campus must complete any outstanding credits towards completion of their major/minor as indicated in the admissions requirements prior to student teaching
- Verification of the completion of 100 hours of field experience

Candidates will be required to have the minimum GPA for the pro-
gram prior to entering the Student Teaching experience.

**Minimum Grade Requirements for the MAED/TED-E**

- A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: ELM 598, ELM 599
- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

**Residency Requirements and Course Waivers for the MAED/TED-E**

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, ELM 598, ELM 599, MTE 507, MTE 518, MTE 522, MTE 533, RDG 537, SPE 514

Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501 MTE 506, MTE 518</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, SEC 508</td>
</tr>
</tbody>
</table>

**Field Experience for the MAED/TED-E**

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

**Student Teaching for the MAED/TED-E**

- Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
- Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
- Candidates in the MAED/TED program may not student teach in special education.
- MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

**Out of state Student Teaching**

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Institutional Recommendation for the MAED/TED-E
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of school law, state and U.S. Constitution coursework, as required by the state certification agency.

Re-entry for the MAED/TED-E
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Secondary Teacher Education (Utah)

The following Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content. Documentation will be maintained and reviewed as specified in the handbook/courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-s.

Program Purpose
The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become secondary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
• Students will be able evaluate effective professional practice in secondary education.
• Students will be able apply professional ethics to their instructional practices in secondary education.
• Students will be able evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations.
• Students will be able create innovative strategies and incorporate technology in a secondary classroom setting.

Program Category Requirements and Courses Selections
Courses requiring prerequisites are identified by a “~” symbol following the course number. Course descriptions for all courses are
Students must choose one of the following courses:

- MTE 556: Curriculum Constructs & Assessment: Distance Education Methods for Secondary Schools (3 credits)
- MTE 557: Language Development for Secondary Settings (3 credits)
- MAT 504: Adolescent Psychology (3 credits)
- MAT 538: Middle School Foundations and Philosophy (3 credits)
- CMP 521: Using Computers in Education (3 credits)

Secondary Elective, 3 total credits

Students must choose one of the following courses:

- MTE 559: Curriculum Constructs and Assessment: Secondary Methods (3 credits)
- MTE 564: Curriculum Constructs and Assessment: Secondary Math (3 credits)
- MTE 566: Curriculum Constructs and Assessment: Secondary English/Language Arts (3 credits)
- MTE 567: Curriculum Constructs and Assessment: Secondary History/Social Science (3 credits)
- MTE 543: Curriculum Constructs and Assessment: Secondary Visual & Performing Arts (3 credits)
- MTE 551: Curriculum Constructs and Assessment: Physical Education (3 credits)
- MTE 560: Curriculum Constructs and Assessment: Secondary Health Science (3 credits)
- MTE 580: Curriculum Constructs and Assessment: Secondary Business & Marketing (3 credits)

Additional Admission Requirements for the MAED/TED-S

All applicants are expected to meet the following admissions requirements:

• A cumulative grade point average (GPA) of 3.0 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

• Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or an equivalent undergraduate degree earned at a recognized foreign institution.

• Upon admission, student must have completed all but six (6) semester hours in the required secondary endorsement area. These additional six (6) credits must be completed prior to student teaching. Information regarding endorsement coursework requirements for secondary teacher licensure can be located on the Utah State Office of Education website.

• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.

• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

• Effective for Enrollment Agreements signed 4/1/2016 or later, demonstration of basic skills proficiency. Students who reside in a state that does not have a basic skills exam have three options for completing this requirement. Students must pass the Praxis I exam at the cut score determined by the College of Education.

* Reading 169
* Writing 172
University of Phoenix, 2016-2017

• Math 170
Students must pass the Essential Academic Skills provided by
National Evaluation Systems at the cut scores determined by
the national benchmark.

* Essential Academic Skills Subtest I: Reading - 220
* Essential Academic Skills Subtest II: Writing - 220
* Essential Academic Skills Subtest III: Mathematics - 220
* Essential Academic Skills Subtest IV: Technology Literacy - 220

Core Academic Skills for Educators (Core)
* Core Academic Skills for Educators: Reading 156
* Core Academic Skills for Educators: Writing - 162
* Core Academic Skills for Educators: Mathematics - 150

• Effective for Enrollment Agreements signed 4/1/2016 or later,
verification of fingerprint clearance

Candidacy Status for the MAED/TED-S
The College of Education has two levels of review consisting of
Level 1 Candidate Status and Level 2 Candidate Status. Applicants
must meet requirements for both levels of candidacy status to con-
tinue in their program with no interruption of scheduling.

• Level 1 Candidate Status is completed upon admission to the
University. Students who are admitted have met the
requirements for Candidate Status Level 1.

• Level 2 Candidate Status is completed prior to the completion of
12 semester credits of the program. To meet the Candidate
Status Level 2 requirements, the following items must be
completed. Evidence that these requirements have been met
must be entered in IS3 and the student’s eXp file.

• Students enrolled in this program must provide one of the
following verifications prior to the completion of 12 semester
credits in the program:
  • The candidate provides evidence of having passed the
    appropriate UT Board-approved subject matter exam (ie. Praxis II).
  • The candidate provides evidence of having attempted the
    appropriate UT Board-approved subject matter exam.
  • The candidate provides evidence of registration for the next
    scheduled examination UT Board-approved subject
    matter exam.

Students must be admitted and meet Level 1 Candidate Status
prior to being reviewed for Level 2 Candidate Status.
Additional Candidacy Level 2 requirements for Enrollment Agree-
ments signed prior to 4/1/2016
• Demonstration of basic skills proficiency
• Verification of fingerprint clearance

Degree Completion Requirements for the MAED/TED-S
• Completion of a minimum of 36 credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work
  Sample (TWS).
• Satisfactory completion of any required internship, student
teaching, and/or practicum courses.
• Students must take courses within a sequence specified by
course prerequisite requirements.
• Completion of signature assignments.

• In order to receive an institutional recommendation and/or state
certification, candidates may need to meet other requirements as
set forth by their state of residency. Candidates are advised to
check with their State Department of Education for any
additional certification requirements.

• The diploma awarded for this program will read as:
  Master of Arts in Education
  Secondary Teacher Education

Academic Progression Requirements for the MAED/TED-S
Candidates must provide verification of the following prior to
beginning their student teaching experience. Candidates must pro-
vide:

• Immunization or TB test results (District specific)
• Passing scores on the designated state content knowledge exam
  (elementary content or secondary content area specific)
• Students enrolled at a Utah campus must provide verification of
  a ‘student teaching license’ and submit a copy of the license
  prior to the student teaching placement
• Students enrolled at the Utah campus must complete any
  outstanding credits towards completion of their major/minor as
  indicated in the admissions requirements prior to student
  teaching
• Verification of the completion of 100 hours of field experience
Candidates will be required to have the minimum GPA for the pro-
gram prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/TED-S
• A candidate must earn a grade of “B” (grades of “I” and “B-” are
  not accepted) or better in the following courses in order to
  student teach: SEC 598, SEC 599

• Candidates must earn a “B” or better in Student Teaching Part A
  & B in order to complete this program. Candidates who do not
  earn a “B” or better will be required to repeat the seminar(s) in
  which the candidate did not receive the required minimum
  grade and the related portion of student teaching. The Campus
  College chair will coordinate with the Cooperating/Mentor
  Teacher and Faculty Supervisor to design a remediation plan.

• If the candidate does not receive a grade of “B” or better on the
  second attempt, the candidate will be Scholastically Suspended,
  permanently withdrawn, from the program.

Residency Requirements and Course Waivers for the MAED/
TED-S
Students in this program may waive a maximum of 6 credits from
their required course of study.
In order to be granted a waiver with credit for a course in the
Required Course of Study, a student must have completed a previ-
ous course which meets the following criteria:

• The course must have been completed at a regionally accredited,
or candidate for accreditation, college or university.
• The course must have been completed within the past five (5)
  years from current program enrollment agreement sign date
  with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the
  University course it is replacing and must be an equivalent level
  or higher level course (i.e. graduate level coursework may be
  used to waive graduate or undergraduate coursework). Course
descriptions must be included with the course waiver form in
order for the Office of Admissions and Evaluation to review the
course waiver request.
Nationally recognized and/or industry accepted certifications may
be used to waive certain courses in the Required Course of Study

up upon approval by the appropriate college or school that the
courses reside under, and will not require Prior Learning Assess-
ment. All waivers using certifications must be verified by an offi-
cial transcript or completion documentation from the certifying
organization. The following courses in the Required Course of Study may not be
waived: COM 516, MTE 507, MTE 523, MTE 564, MTE 566, MTE
567, MTE 569, RDG 542, SEC 508, SEC 598, SEC 599, SPE 514

Students who complete the Teach for America Summer Institute
students must work with their campus to arrange field experience.
by campus staff and faculty prior to student teaching. Candidates
must work with their campus to arrange field experience.

Field Experience for the MAED/TED-S

Beginning with the first course, and throughout the program, can-
didates are required to complete a minimum of 100 hours of veri-
fied field experiences, covering a variety of developmental levels
from ages birth through 18 years of age. The focus of each field
experience will relate to specific course content and will follow a
structured format. Four formal field experience evaluations are
required during the program (observation, one-on-one instruction,
small-group instruction, and whole-group instruction). These eval-
uations must be maintained and reviewed as specified in the hand-
book/courses. Documentation of field experience will be reviewed
by campus staff and faculty prior to student teaching. Candidates
must work with their campus to arrange field experience.

Student Teaching for the MAED/TED-S

- Student teaching is a full-time experience. Each campus
establishes operational policies related to placement and
completion of student teaching. Candidates must follow the
guidelines in place at their campus.
- Candidates must take Student Teaching Part A & B concurrently
with the student teaching experience. If a candidate chooses to
postpone student teaching, he/she must postpone their
enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the
request of a school district administrator will be withdrawn
from class and will be issued a grade of "F" by their faculty
member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in
the candidate receiving a failing grade for the student teaching
experience and the associated student teaching seminar. This
experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second
student teaching experience will be removed from the program
and are not eligible for re-entry.
- Candidates enrolled in the MAED/TED program must student
teach in the subject area in which a passing score was achieved
on the content knowledge assessment exam. This is either an
elementary (general), middle level (subject specific), or
secondary (content specific) setting based on their program
specialization.
- Candidates in the MAED/TED program may not student teach
in special education.
- MAED/TED candidates, who are currently employed as the
teacher of record in a classroom appropriate grade level/content
for the certificate they are pursuing (e.g. 4th grade for
elementary candidate or 9th grade English for secondary
candidate), can ‘student teach’ or ‘validate’ in their current
classroom. Students will be evaluated by a faculty supervisor in
their classroom and will not have to seek additional placement
for student teaching. Students must complete the Student
Teaching courses and complete and upload the Teacher Work
Sample.
- Students should complete student teaching within twelve (12)
months from the completion date of their last required course in
the program.
- Students must complete a minimum of 8 credit hours of student
teaching, including the completion of a Teacher Work Sample
project.

Out of state Student Teaching

Candidates who are unable to complete their student teaching
experience at the campus where they began are not guaranteed a
placement. Candidates may be able to complete their student
teaching online. A select number of states do not participate in the
University of Phoenix Teacher Education program. Candidates
must contact the Online Administrative Offices for a list of partici-
pating states and procedures for student teaching placement.
- Candidates must enroll in the remaining Student Teaching
Seminars online while completing their student teaching
experience.
- Candidates need to work directly with the Online
Administrative Offices to complete the requirements for
verification of placement.

Institutional Recommendation for the MAED/TED-S

- Candidates must meet all current state certification
requirements prior to being issued an Institutional
Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of
Phoenix diploma application in order to receive a diploma and
official transcript. Candidates’ records will be analyzed to
ensure that they have met all academic and financial
requirements of their programs. An IR cannot be completed
until this process has been finished. This will ensure that
candidates have met all of their obligations to the University
before they receive an IR from the University.
- Candidates must pass their state-mandated professional
knowledge exam.
- Candidates must provide verification of school law, state and
U.S. Constitution coursework, as required by the state
certification agency.

Re-entry for the MAED/TED-S

Candidates who have been out of attendance for more than one
year and have completed all degree requirements except student
Teaching, internships or practicum and can complete within their
original deadline may reenter their original program version.
However, if the state certification requirements have changed since
a candidate went out of attendance needing only student teaching,
internship or practicum, in addition to the admissions paperwork
required by the University Re-entry policy, the candidate must
complete an Enrollment Agreement Addendum before reentry to
the original program version will be approved.
Candidates who have been out of attendance for more than one
year and are lacking courses in addition to their student teaching,
The following Master of Arts in Education/Special Education (MAED/ SPE) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Special Education is a graduate degree program preparing candidates for teacher licensure in the field of special education. Candidates for this program have already earned a bachelor’s degree and wish to gain the pedagogical skills and knowledge that will assist them in becoming effective special education educators. The program’s curriculum includes orientation to the exceptional child, foundations and methodologies of mild disabilities, diagnosis and assessment of disabilities, structured English immersion, reading and language arts instruction, inclusion strategies, and collaboration and resource management for the special educator. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences. The focus of each observation will relate to specific course content. Students’ field experiences are designed to prepare them for student teaching. Student teaching is an integral component of the Special Education Program. Student teachers work with a cooperating teacher and with a University of Phoenix faculty advisor during a field-based experience in a cross-categorical special education setting. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified teacher. The degree program has a research component as well. This component requires an Action Research Project. The project integrates the theoretical aspects of special education and the practical experience of the adult learner through the identification and exploration of a significant problem related to the student's area of professional responsibilities and interest.

For more information about our graduation rates, the median debt of students who completed the program, and other important qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity, please contact the applicable state educator licensure agency to verify current requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the P-12 classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in special education.
- Students will be able to apply professional ethics to their instructional practices in special education.
- Students will be able to create and modify instructional and behavioral plans for a variety of learning needs.
- Students will be able to create innovative strategies and incorporate technology in a P-12 classroom setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507  ........................................................................................................... 0 credits
Orientation to Teacher Education
Introductory Course, 1 total credit
EDU 500  ........................................................................................................... 1 credit
Professional Communications
Foundations of Special Education, 3 total credits
SPE 513 ~ ........................................................................................................... 3 credits
Orientation to the Exceptional Child
Educational Theories and Models, 9 total credits
SPE 578 ~ ........................................................................................................... 3 credits
Models, Theories and Instructional Strategies for SPE
SPE 546 ~ ........................................................................................................... 3 credits
Special Education Methods
SPE 575  ........................................................................................................... 3 credits
Inclusion Strategies of the Special Educator
Assessment, 3 total credits
SPE 512 ~ ........................................................................................................... 3 credits
Special Education Assessment and Interpretation
Reading, 4 total credits
RDG 570 ~ ........................................................................................................... 4 credits
Curriculum Const and Assmt: Reading and Lang Arts for SPE
Instruction and Management for Special Needs Students, 15 total credits
MTE 553  ........................................................................................................... 3 credits
Instruction and Assessment of English Language Learners
SPE 574 ~ ........................................................................................................... 3 credits
Characteristics of Intellectual/Developmental Disabilities
SPE 559 ~ ........................................................................................................... 3 credits
Characteristics of Learning Disabilities

Program Purpose

The Master of Arts in Education/Special Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become special education teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements.
Additional Admission Requirements for the MAED/SPE

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
- Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

Candidate Status for the MAED/SPE

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted must meet the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student's eXp file.
  - Demonstration of basic skills proficiency
  - Students who reside in a state that does not have a basic skills exam have three options for completing this requirement. Students must pass the Praxis I exam at the cut score determined by the College of Education.
  - * Math 170

Minimum Grade Requirements for the MAED/SPE

- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete the MAED/SPE program. Candidates who do not earn a "B" or better will be required to repeat the seminars and student teaching.

Degree Completion Requirements for the MAED/SPE

- A minimum of 43 graduate credits in the Required Program
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure students meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Special Education

Core Academic Skills for Educators (Core)
- * Core Academic Skills for Educators: Reading - 156
- * Core Academic Skills for Educators: Writing - 162
- * Core Academic Skills for Educators: Mathematics - 150
- Verification of fingerprint clearance

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Academic Progression Requirements for the MAED/SPE

- A candidate must earn a "B" or better in Student Teaching Part A & B in order to complete the MAED/SPE program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
- Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete the MAED/SPE program. Candidates who do not earn a "B" or better will be required to repeat the seminars and student teaching.
• If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Institutional Recommendation for the MAED/SPE
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.
• Online students may submit a passing score on a comparable professional knowledge examination from another state or agency taken within the past 7 years.

Residency Requirements and Course Waivers for the MAED/SPE
Students in this program may waive a maximum of 6 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507, RDG 570, SPE 546, SPE 559, SPE 575, SPE 575, SPE 578, SPE 594, SPE 595

Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/SPE</td>
<td>SPE 578</td>
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</tbody>
</table>

Field Experience for the MAED/SPE
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/SPE
Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
• Candidates must earn a “B” or better in Student Teaching Seminar A in order to progress to Seminar B and the remainder of the student teaching experience. Candidates who do not earn a “B” or better will be required to repeat the seminar and student teaching.
• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/SPE program must student teach in the appropriate cross-categorical special education student teaching setting.
• Students who are already teaching in an appropriate K-12 cross-categorical special education environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students in the MAED/SPE program must be currently teaching in a K-12 cross-categorical special education setting that meets their state requirements for student teaching.
• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Special Education program. Candidates...
The following Master of Arts in Education/Special Education (MAED/SPE) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education (MAED) with a specialization in Special Education is a graduate degree program preparing candidates for teacher licensure in the field of special education. Candidates for this program have already earned a bachelor’s degree and wish to gain the pedagogical skills and knowledge that will assist them in becoming effective special education educators. The program’s curriculum includes orientation to the exceptional child, foundations and methodologies of mild disabilities, diagnosis and assessment of disabilities, structured English immersion, reading and language arts instruction, inclusion strategies, and collaboration and resource management for the special educator. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences. The focus of each observation will relate to specific course content. Documentation will be maintained and reviewed as specified in the handbook/courses.

Students’ field experiences are designed to prepare them for student teaching. Student teaching is an integral component of the Special Education Program. Student teachers work with a cooperating teacher and with a University of Phoenix faculty advisor during a field-based experience in a cross-categorical special education setting. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified teacher. The degree program has a research component as well. This component requires an Action Research Project. The project integrates the theoretical aspects of special education and the practical experience of the adult learner through the identification and exploration of a significant problem related to the student’s area of professional responsibilities and interest.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-spe.

Program Purpose

The Master of Arts in Education/Special Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become special education teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to design and implement effective instruction in the P-12 classroom to produce a positive impact on student learning.

• Students will be able to evaluate effective professional practice in special education.

• Students will be able to apply professional ethics to their instructional practices in special education.

• Students will be able to create and modify instructional and behavioral plans for a variety of learning needs.

• Students will be able to create innovative strategies and incorporate technology in a P-12 classroom setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits

MTE 507 ................................................................................... 0 credits

Orientation to Teacher Education

University of Phoenix, 2016-2017

COLLEGE OF EDUCATION (Online)
Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.

• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.

• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

• Effective for Enrollment Agreements signed 4/1/2016 or later, demonstration of basic skills proficiency.

Students who reside in a state that does not have a basic skills exam have three options for completing this requirement:

Students must pass the Praxis I exam at the cut score determined by the College of Education.

* Reading 169
* Writing 172
* Math 170

Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.

* Essential Academic Skills Subtest I: Reading - 220
* Essential Academic Skills Subtest II: Writing - 220
* Essential Academic Skills Subtest III: Mathematics - 220
* Essential Academic Skills Subtest IV: Technology Literacy - 220

Core Academic Skills for Educators (Core)

* Core Academic Skills for Educators: Reading 156
* Core Academic Skills for Educators: Writing - 162
* Core Academic Skills for Educators: Mathematics - 150

• Effective for Enrollment Agreements signed 4/1/2016 or later, verification of fingerprint clearance

**Candidacy Status for the MAED/SPE**

The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.

• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.

• Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.

• Students enrolled in this program must provide one of the following verifications prior to the completion of 12 semester credits in the program:

  • The candidate provides evidence of having passed the appropriate UT Board-approved subject matter exam (ie. Praxis II).

  • The candidate provides evidence of having attempted the appropriate UT Board-approved subject matter exam.
• The candidate provides evidence of registration for the next scheduled examination UT Board-approved subject matter exam.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status. Additional Candidacy Level 2 requirements for Enrollment Agreements signed prior to 4/1/2016
• Demonstration of basic skills proficiency
• Verification of fingerprint clearance

Degree Completion Requirements for the MAED/SPE
• A minimum of 41 graduate credits in the Required Program Category Preferred Sequence.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS).
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• The diploma awarded for this program will read as: Master of Arts in Education Special Education

Academic Progression Requirements for the MAED/SPE
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
• Immunization or TB test results (District specific)
• Verification of content knowledge mastery prior to student teaching (PRAXIS content exam)
• Students enrolled at a Utah campus must provide verification of a ‘student teaching license’ and submit a copy of the license prior to the student teaching placement.
• Verification of the completion of 100 hours of field experience
Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/SPE
• A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses: SPE 594, SPE 595
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete the MAED/SPE program. Candidates who do not earn a "B" or better will be required to repeat the seminars and student teaching.
• If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Institutional Recommendation for the MAED/SPE
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-certified professional knowledge exam.
• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Residency Requirements and Course Waivers for the MAED/SPE
Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507, SPE 546, SPE 594, SPE 595

Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
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<tbody>
<tr>
<td>MAED/SPE</td>
<td>SPE 578</td>
</tr>
</tbody>
</table>

Field Experience for the MAED/SPE
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are
required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

**Student Teaching for the MAED/SPE**

- Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
- Candidates enrolled in the MAED/SPE program must student teach in the appropriate cross-categorical special education student teaching setting.
- Students who are already teaching in an appropriate K-12 cross-categorical special education environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students in the MAED/SPE program must be currently teaching in a K-12 cross-categorical special education setting that meets their state requirements for student teaching.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

**Re-entry for the MAED/SPE**

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

**Master of Arts in Education/Special Education**

The following Master of Arts in Education/Special Education (MAED/SPE) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education (MAED) with a specialization in Special Education is a graduate degree program preparing candidates for teacher licensure in the field of special education. Candidates for this program have already earned a bachelor’s degree and wish to gain the pedagogical skills and knowledge that will assist them in becoming effective special education educators. The program’s curriculum includes orientation to the exceptional child, foundations and methodologies of mild disabilities, diagnosis and assessment of disabilities, structured English immersion, reading and language arts instruction, inclusion strategies, and collaboration and resource management for the special educator. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences. The focus of each observation will relate to specific course content. Students’ field experiences are designed to prepare them for student teaching. Student teaching is an integral component of the Special Education Program. Student teachers work with a cooperating teacher and with a University of Phoenix faculty advisor during a field-based experience in a mild-moderate special education setting. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified teacher.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-spe.

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

**www.alsde.edu**

**Program Purpose**

The Master of Arts in Education/Special Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become special education teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical
component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the P-12 classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in special education.
- Students will be able to apply professional ethics to their instructional practices in special education.
- Students will be able to create and modify instructional and behavioral plans for a variety of learning needs.
- Students will be able to create innovative strategies and incorporate technology in a P-12 classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 ................................................................. 0 credits
Orientation to Teacher Education
Introductory Course, 1 total credit
COM 516 ................................................................. 1 credit
Professional Communications
Foundations of Special Education, 3 total credits
SPE 513 ~ ................................................................. 3 credits
Orientation to the Exceptional Child
Educational Theories and Models, 9 total credits
SPE 574 ~ ................................................................. 3 credits
Models, Theories and Instructional Strategies for SPE
SPE 584 ~ ................................................................. 3 credits
Learning Disabilities and Language and Development Disorders
MTH 575 ................................................................. 3 credits
Mathematics Instruction for Special Education
Assessment, 3 total credits
SPE 512 ~ ................................................................. 3 credits
Special Education Assessment and Interpretation
Reading, 4 total credits
RDG 570 ~ ................................................................. 4 credits
Curriculum Const and Assmt: Reading and Lang Arts for SPE
Instruction and Management for Special Needs Students, 18 total credits
SEI 500 ................................................................. 3 credits
Structured English Immersion
SEI 503 ~ ................................................................. 3 credits
Advanced Structured English Immersion Methods
* Writing 172
* Math 170

Students must pass the Essential Academic Skills provided by National Evaluation Systems at the cut scores determined by the national benchmark.
* Essential Academic Skills Subtest I: Reading - 220
* Essential Academic Skills Subtest II: Writing - 220
* Essential Academic Skills Subtest III: Mathematics - 220
* Essential Academic Skills Subtest IV: Technology Literacy - 220

Core Academic Skills for Educators (Core)
* Core Academic Skills for Educators: Reading 156
* Core Academic Skills for Educators: Writing - 162
* Core Academic Skills for Educators: Mathematics - 150

• Verification of fingerprint clearance

Georgia residents attending Online and Local Campus students with enrollment agreements signed 3/1/2015 or thereafter seeking a Georgia certificate:

Additional Candidacy Level II Requirements:
• Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  • Completion of GACE Educator Ethics Assessment-Program Entry Assessment (350)
  • Signed Pre-service certification application
  • Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  • Completed Background Check Form

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/SPE
• Completion of a minimum of 46 credits. All but six (6) credits of the major course of study must be completed at the University to meet residency requirements.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS).
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of Field Experience Record (100 hours). To ensure that students meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• Georgia residents attending Online and Local Campus students who complete field experience, student teaching, and apply for state certification 9/1/2015 or thereafter must complete:
  • Teacher Performance Assessment
  • GACE Educator Ethics Exit Exam (360)
  • The diploma awarded for this program will read as: Master of Arts in Education Special Education

Academic Progression Requirements for the MAED/SPE
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
• Immunization or TB test results (District specific)
• Passing scores on the designated state content knowledge exam.
• Verification of the completion of 100 hours of field experience

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/SPE
• A candidate must earn a grade of "B" (grades of "I" and "B-") are not accepted) or better in the following courses: SPE 594, SPE 595. Georgia and Illinois students only: SPE 596.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete the MAED/SPE program. Candidates who do not earn a "B" or better will be required to repeat the seminars and student teaching.
• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Institutional Recommendation for the MAED/SPE
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Residency Requirements and Course Waivers for the MAED/SPE
Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
Courses Waived

- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Basic Skills proficiency
- Fingerprint clearance
- Arizona Provisional SE I Endorsement (SEI 500)
- Arizona English as a Second Language Endorsement
- Arizona Full SEI Endorsement (SEI 500 and SEI 503)
- Arizona English as a Second Language Endorsement
- Arizona Bilingual Endorsement
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived:

- COM 516, MTE 507, RDG 570, SPE 578, SPE 594, SPE 595, SPE 584, MTH 575, SPE 576. Georgia and Illinois students only: COM 516, MTE 507, RDG 570, SPE 578, SPE 584, MTH 575, SPE 576, SPE 596
- Arizona residents may waive SEI 500 and/or SEI 503 with an Arizona Department of Education approved SEI course (institution of higher education or approved district workshop) OR verification of one of the following endorsements:
  - Arizona Provisional SE I Endorsement (SEI 500)
  - Arizona Full SEI Endorsement (SEI 500 and SEI 503)
  - Arizona English as a Second Language Endorsement
  - Arizona Bilingual Endorsement

Approved SEI courses/workshops can be found at: https://www.ade.az.gov/oelas/

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers:

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/SPE</td>
<td>SPE 578</td>
</tr>
</tbody>
</table>

Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver Policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- Basic Skills proficiency
- Completion and uploading of the Teacher Work Sample (TWS)
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.

Candidates enrolled in the MAED/SPE program must student teach in the appropriate mild-moderate special education student teaching setting.

Students who are already teaching in an appropriate K-12 mild-moderate special education environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students in the MAED/SPE program must be currently teaching in a K-12 mild-moderate special education setting that meets their state requirements for student teaching.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

Field Experience for the MAED/SPE

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/SPE

Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
- Candidates must earn a “B” or better in Student Teaching Seminar A in order to progress to Seminar B and the remainder of the student teaching experience. Candidates who do not earn a “B” or better will be required to repeat the seminar and student teaching.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
- Candidates enrolled in the MAED/SPE program must student teach in the appropriate mild-moderate special education student teaching setting.

Students who are already teaching in an appropriate K-12 mild-moderate special education environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students in the MAED/SPE program must be currently teaching in a K-12 mild-moderate special education setting that meets their state requirements for student teaching.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.
Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.
Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Special Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.
Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.
Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Arizona Teaching Intern Certificate Program
The requirements for initial issuance of the teaching intern certificate are:
- A Bachelor’s degree or higher from an accredited institution
- A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment that corresponds to the applicant’s teaching assignment(s)
- Completion of the requirements for a Provisional Structured English Immersion endorsement as prescribed in R7-2-613(J)
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety

Re-entry for the MAED/SPE
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Educational Studies
The following Master of Arts in Education/Educational Studies (MAED/ES) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Educational Studies (MAED/ES) degree is a non-teaching degree designed to facilitate the development of professional knowledge, skills and understanding of the teaching and learning process. The program provides students with information across a variety of education topics with an emphasis in the field of education.

**Note: Students enrolled in this degree program are ineligible to receive Federal Student Financial Aid.**

Program Purpose
The Master of Arts in Education/Educational Studies is a graduate degree program intended for students who have completed all coursework from a UOPX initial licensure program with the exception of both student teaching courses. The program does not prepare students for any type of professional certification or state licensure as a teacher. It is only intended as a degree completion option.

Program Category Requirements for the MAED/ES
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Students must select one course from each Elective category selection below to complete the 6 credit requirement:

**Elective One, 3 total credits**

- AET 500 ............................................................................................................. 3 credits
  Foundations of Adult Learning Theory
- AET 552 ............................................................................................................. 3 credits
  Marketing Adult Education
- AET 560 ............................................................................................................. 3 credits
  Facilitating Change
- AET 562 ............................................................................................................. 3 credits
  Social Media for Professional Learning

**Elective Two, 3 total credits**

- CUR 520 ............................................................................................................. 3 credits
  Advocating for Learning
- CUR 525 ............................................................................................................. 3 credits
  Ethical Issues in Education
- CUR 550 ............................................................................................................. 3 credits
  Engaging in Communities of Practice
- CUR 555 ............................................................................................................. 3 credits
  Professional Learning for Continuous Improvement

The University reserves the right to modify the Program Requirements.

**Additional Admission Requirements for the MAED/ES**
Applicants are expected to meet all admissions requirements.
• Applicants enrolling in this program must meet all admission requirements from their University of Phoenix previous pre-licensure program.
• The University of Phoenix previous pre-licensure programs eligible for admission to the MAED/ES are the following: MAED/TED-E, MAED/TEDEE, MAED/TEDEM, MAED/TEDMS, MAED/TEDMG, MAED/TEDMM, MAED/TEDSM, MAED/TEDSS, MAED/TED-S, MAED/SPE, MAED/ECH

Note: Some restrictions apply to the MAED/ECH program. Please contact your campus representative for more information.

• Applicants to this program must have completed all coursework from their University of Phoenix previous pre-licensure program with the exception of both Student Teaching courses.
• Students will be eligible for admission to the MAED/ES program provided that the Enrollment Agreement sign date for the previous pre-licensure program is no more than six and a half (6.5) years in the past. Applicants must be able to complete all requirements of the degree within 7 years of the Enrollment Agreement sign date of the previous pre-licensure program.

Degree Completion Requirements for the MAED/ES
• Completion of a minimum of 32 credits to earn a university degree.
• Completion of two (2) MAED/ES Elective courses in addition to all completed coursework from the previous pre-licensure program, with the exception of student teaching.
• A minimum grade point average (GPA) of 3.0.
• MAED/ES graduates will not be permitted to return to complete student teaching and receive a degree in any previous pre-licensure program at the University.
• The diploma awarded for this program will read as: Master of Arts in Education Educational Studies

Residency Requirement for the MAED/ES
Students must meet the established University residency requirement for degree conferral. The University requires that all six (6) Elective credits must be completed in order to meet residency. Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

Re-entry for the MAED/ES
Re-entry students completing a program change from one of the following UOPX pre-licensure programs to the MAED/ES program will be required to complete all paperwork required by the University Re-entry policy.
MAED/TED-E
MAED/TEDEE
MAED/TEDEM
MAED/TEDMS
MAED/TEDMG
MAED/TEDMM
MAED/TEDSM
MAED/TEDSS
MAED/TED-S
MAED/SPE
MAED/ECH

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Arts in Education/Curriculum and Instruction

The following Master of Arts in Education/Curriculum and Instruction (MAED/CI) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education program with a specialization in Curriculum and Instruction is intended to afford P-12 educators the opportunity to enhance their curriculum, instruction, and leadership repertoire by expanding their knowledge of assessment, instructional strategies, integration of technology, professional development, data-driven decision making, and mentoring and coaching. Educators will develop teacher leadership skills by exploring the latest research, trends, and strategies. Graduates will be able to effectively collaborate with all stakeholders and serve their students, colleagues, and communities as ethical leaders committed to excellence.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ci.

Program Purpose
The Master of Arts in Education/Curriculum and Instruction is a graduate degree program intended to provide educators with advanced knowledge and skills in curriculum and instruction. The program does not prepare students for any type of professional certification or state licensure as a teacher. It is only intended as an advanced degree.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to synthesize multiple theories of curriculum and instruction to design effective professional development opportunities.
• Students will be able to analyze assessment data to make informed decisions for continuous improvement of instructional programs.
• Students will be able to create innovative strategies and incorporate technology to enhance student learning in the classroom setting.

MAED/CI Required Course of Study
Courses requiring prerequisites are identified by a * symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- COM 516 ................................................................. 1 credit
  Professional Communications
- CUR 505................................................................. 3 credits
  Social and Global Perspectives of Teacher Leadership
- CUR 506................................................................. 3 credits
  Theories and Best Practices of Curriculum and Instruction
- CUR 515 ................................................................. 3 credits
  Critical Thinking and Innovative Skills
- CUR 520................................................................. 3 credits
  Advocating for Learning
- CUR 525................................................................. 3 credits
  Ethical Issues in Education
- CUR 530 ................................................................. 3 credits
  Assessment and Evaluation Models
- CUR 535 ................................................................. 4 credits
  Research for Improved Practice
- CUR 540................................................................. 3 credits
  Methods of Coaching in the Instructional Setting
- CUR 545................................................................. 3 credits
  Using Technology for Teaching and Learning
- CUR 550................................................................. 3 credits
  Engaging in Communities of Practice
- CUR 555................................................................. 3 credits
  Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/CI
All applicants are expected to meet the following admissions requirements:

• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/CI

• The completion of a minimum of 35 credits.
• A minimum grade point average (GPA) of 3.0.
• The diploma awarded for this program will read as:
  Master of Arts in Education
  Curriculum and Instruction

Residency Requirements and Course Waivers for the MAED/CI
The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 29 graduate level credits at the University. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or a foreign institution recognized/authorized by the country’s Ministry of Education.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization. Students in the MAED/CI who waive courses using an approved certification may exceed the maximum waiver limit for their program.

The following courses in the Required Course of Study may not be waived: COM 516
Candidates who successfully complete either the MAED/TED-Elementary or MAED/TED-Secondary program may waive the following courses in the MAED/CI program upon enrolling in the Master of Arts in Education/Curriculum and Instruction program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>COM 516 (1 credit)</td>
</tr>
<tr>
<td></td>
<td>CUR 530 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 535 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 550 (3 credits)</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>COM 516 (1 credit)</td>
</tr>
<tr>
<td></td>
<td>CUR 530 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 535 (4 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 550 (3 credits)</td>
</tr>
</tbody>
</table>

Any resident in the state of California who can show verification of the completion of the CTEL (California Teachers of English Learners) requirement may waive the following 6 credits upon admission to the MAED/CI program: CUR 506, CUR 530
Any resident in the state of California who can show verification of the completion of the BTSA (Beginning Teacher Support and Assessment Induction) requirement may exceed the 6 credit waiver maximum and waive up to 13 credits upon admission to the MAED/CI program: CUR 506, CUR 530, CUR 535, CUR 520
Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers
will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver Policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- Basic Skills proficiency
- Completion and uploading of the Teacher Work Sample (TWS)
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.

Re-entry for the MAED/CI

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Master of Arts in Education/Administration and Supervision (Florida)

The following Master of Arts in Education/Administration and Supervision (MAED/ADM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Administration and Supervision program prepares candidates for principal licensure. The standards-based program is designed to provide principal candidates with the knowledge, skills, and dispositions necessary to be successful school leaders who can apply theory to practice. The program encompasses instructional leadership, organizational management, technology management, and data-driven decision-making. An administrative internship is an integral component of the program, providing candidates with a field-based experience in the various aspects of school administration and supervision. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-adm.

Program Purpose

The Master of Arts in Education/Administration and Supervision is a graduate degree program intended to prepare candidates for K-12 school principal licensure. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

MAED/ADM Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN 500</td>
<td>Orientation to Administration and Supervision</td>
<td>0</td>
</tr>
<tr>
<td>COM 516</td>
<td>Professional Communications</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 518</td>
<td>Leadership and Collaborative Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 570</td>
<td>Equity, Diversity, and Access in Education</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 555</td>
<td>School Policy and Law for Principals</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 524</td>
<td>Supervision of Curriculum, Instruction and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591A</td>
<td>Principal Internship Part I: Instructional Leadership</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 528</td>
<td>Administration of Special Programs</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 535</td>
<td>Business and Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 560</td>
<td>Human Resources Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591B</td>
<td>Principal Internship Part II: Organizational Management</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 575</td>
<td>Family, Community and Media Relations</td>
<td>3</td>
</tr>
<tr>
<td>EDD 581</td>
<td>Action Research and Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>ADMIN 565</td>
<td>School Improvement Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591C</td>
<td>Administrative Internship Part III: Professional Practice</td>
<td>1</td>
</tr>
</tbody>
</table>

Students must also choose an elective from one of the following:

- AET 560 | 3 credits
- Facilitating Change
- AET 562 | 3 credits
- Social Media for Professional Learning
CUR 550...Engaging in Communities of Practice
CUR 555...Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAEd/ADM

All applicants are expected to meet the following admissions requirements:
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- A minimum equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.
- The teaching or instructional experience must be as a contracted teacher in either a traditional or year-round public or private school.
- Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population.

The following constitutes teaching experience:

Verifiable (contracted) P-12 instructional classroom experience - 40 hours per week.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Completion Requirements for the MAED/ADM

- Completion of a minimum of 38 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of signature assignments.
- Completion of Field Experience Record.
- Satisfactory completion of any required internship and/or practicum courses with a grade of "B" or better.
- Students must take courses within a sequence specified by course prerequisite requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Administration and Supervision
- The required course of study be completed through the University.

Minimum Grade Requirement for the MAED/ADM

- A candidate must earn a grade of "B" (3.0) or better in the following practicum/internship courses, grades of "B-" are not accepted: ADMIN 591A, ADMIN 591B and ADMIN 591C. Students who earn less than a grade of "B" (3.0) in any of these courses must repeat the course in order to continue in their one credit administrative practicum/internship courses.
- Candidates who earn less than a grade of "B" (3.0) in any of these courses must complete a remediation plan and repeat the course.
- If the candidate does not receive a grade of "B" (3.0) or better on the second attempt, the candidate will be, scholastically suspended, permanently withdrawn from program.

Residency Requirements and Course Waivers for the MAED/ADM

The University requires that the majority of coursework in the Required Course of Study be completed through the University. Also known as the residency requirement, the University requires completion of a minimum of 32 graduate level credits at the University.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: ADMIN 591A, ADMIN 591B, ADMIN 591C, COM 516, EDD 581.

The School of Advanced Studies offers a bridge opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program. The Doctoral Bridge gives students the option to complete doctoral level coursework during a master's program. The Doctoral Bridge allows a master's degree student to substitute up to two graduate level courses with designated doctoral level courses. Upon admission to the selected doctoral program, students are eligible to satisfy required course(s) within the doctoral program.
- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program.
- Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Institutional Recommendation for the MAED/ADM

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for principal certification).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated administrator exam, if required.
Internship Policies for MAED/ADM

- The Administrative Internship is a minimum 240-hour placement. Each campus establishes operational policies related to placement and completion of the internship. Candidates must follow the guidelines in place at their campus.
- Candidates must take the internship courses concurrently with the internship experience. If a candidate chooses to postpone the internship, he/she must postpone their enrollment in the internship courses.
- Candidates must pass each Administrative Internship course with a grade of "B" or better in order to avoid Scholastic Disqualification.
- Candidates who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.

Field Experience for MAED/ADM

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 30-40 hours of verified field experiences. The focus of each field experience will relate to specific course content and will follow a structured format. Documentation of field experience must be maintained and reviewed as specified in the handbook/courses and will be reviewed by campus staff and faculty. Candidates must work with their campus to arrange field experience.

Re-entry for the MAED/ADM

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved. Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved. Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Master of Arts in Education/Elementary Teacher Education (Florida)

The following Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-E program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on elementary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-e.

Program Purpose

The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become elementary school teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
- Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in elementary education.
- Students will be able to apply professional ethics to their instructional practices in elementary education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
- Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).
Orientation, 0 total credits
MTE 507 ~ ................................................................. 0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
COM 516 .............................................................. 1 credit
Professional Communications

Foundations of Education, 2 total credits
MTE 501 ~ ............................................................... 2 credits
The Art and Science of Teaching

Educational Theories and Models, 6 total credits
MTE 518 ~ ............................................................... 3 credits
Models, Theories, and Instructional Strategies
MTE 522 ................................................................. 3 credits
Maintaining an Effective Learning Climate

Human Development, 2 total credits
MTE 506 ~ ............................................................... 2 credits
Child and Adolescent Development

Assessment, 3 total credits
MTE 562 ~ ............................................................... 3 credits
Assessment and Evaluation

Reading, 4 total credits
RDG 537 ~ .............................................................. 4 credits
Curriculum Constructs & Assessment: Reading and Language Arts

Special Populations, 8 total credits
SEI 500 ................................................................. 3 credits
Structured English Immersion
SEI 503 ~ ............................................................... 3 credits
Advanced Structured English Immersion Methods
SPE 514 ................................................................. 2 credits
Survey of Special Populations

Elementary Methods and Assessment, 10 total credits
MTE 531 ................................................................. 2 credits
Curriculum Constructs & Assessment: History and Social Science
MTE 533 ................................................................. 4 credits
Curriculum Constructs & Assessment: Science and Mathematics
MTE 534 ................................................................. 2 credits
Curriculum Constructs & Assessment: Visual and Performing Arts
MTE 537 ................................................................. 2 credits
Curriculum Constructs & Assessment: Physical Education and Health

Student Teaching & Field Experience, 8 total credits
ELM 598 ~ .............................................................. 4 credits
Elementary Student Teaching Part A
ELM 599 ~ .............................................................. 4 credits
Elementary Student Teaching Part B
The University reserves the right to modify the Required Course of Study.

Additional Admission Requirements for the MAED/TED-E
All applicants are expected to meet the following admissions requirements:
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Candidacy Status for the MAED/TED-E
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
- Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
- Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  1. Demonstration of basic skills proficiency
  2. Verification of fingerprint clearance

Degree Completion Requirements for the MAED/TED-E
- Completion of a minimum of 44 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- Completion of signature assignments.
- In order to receive an institutional recommendation and /or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The diploma awarded for this program will read as: Master of Arts in Education Elementary Teacher Education

Academic Progression Requirements for the MAED/TED-E
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
- Immunization or TB test results (District specific)
• Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
• Verification of the completion of 100 hours of field experience. Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirements for the MAED/TED-E
• A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: ELM 598 and ELM 599.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Institutional Recommendation for the MAED/TED-E
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of school law, state and U.S. Constitution coursework, as required by the state certification agency.

Residency Requirements and Course Waivers for the MAED/TED-E
Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, ELM 598, ELM 599, MTE 507, MTE 518, MTE 522, MTE 533, RDG 537, SPE 514

Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
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<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 501, MTE 506, SEC 508</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, MTE 518</td>
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</tbody>
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Field Experience for the MAED/TED-E
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

Student Teaching for the MAED/TED-E
1. Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.
• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.
• Candidates in the MAED/TED program may not student teach in special education.
• MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.

• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.

• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the MAED/TED-E
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Master of Arts in Education/Secondary Teacher Education (Florida)

The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the skills and knowledge that will allow them to become a competent and effective educator. This program focuses on secondary student learning by improving the educator’s responsibility for that learning. Student teaching is an integral component of the Teacher Education Program. It provides students with a field-based experience at the appropriate grade and content level. Student teachers work with a cooperating teacher from a school site and with a University of Phoenix faculty advisor. The student teaching experience is designed to emphasize the achievement of state standards leading to certification and to present individuals with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels. The focus of each observation will relate to specific course content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/maed-ted-s.

Program Purpose

The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become secondary school teachers. Candidates for this program who have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
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Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 ................................................................. 0 credits
Orientation to Teacher Education
Introductory Course, 1 total credit
COM 516 ................................................................. 1 credits
Professional Communications
Foundations of Education, 2 total credits
MTE 501 ................................................................. 2 credits
The Art and Science of Teaching
Educational Theories and Models, 6 total credits
SEC 508 ~ ................................................................. 3 credits
Models, Theories and Instructional Strategies for Secondary Education
MTE 523 ................................................................. 3 credits
Maintaining an Effective Learning Climate
Human Development, 2 total credits
MTE 504 ~ ................................................................. 2 credits
Child and Adolescent Development
Assessment, 3 total credits
MTE 562 ~ ................................................................. 3 credits
Assessment and Evaluation
Secondary Reading, 3 total credits
RDG 542 ~ ................................................................. 3 credits
Curriculum Constructs & Assessment: Reading Methods for Secondary Settings
Special Populations, 5 total credits
SEI 500 ................................................................. 3 credits
Structured English Immersion
SPE 514 ................................................................. 2 credits
Survey of Special Populations
Student Teaching & Field Experience, 8 total credits
SEC 598 ~ ................................................................. 4 credits
Secondary Student Teaching Part A
SEC 599 ~ ................................................................. 4 credits
Secondary Student Teaching Part B
Secondary Elective, 3 total credits
SEI 503 ................................................................. 3 credits
Advanced Structured English Immersion Methods

Secondary Methods, 3 total credits
MTE 559 ................................................................. 3 credits
Curriculum Constructs and Assessment: Secondary Methods

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/TED-S
All applicants are expected to meet the following admissions requirements:
• Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify course completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Candidacy Status for the MAED/TED-S
The College of Education has two levels of review consisting of Level 1 Candidate Status and Level 2 Candidate Status. Applicants must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
• Level 1 Candidate Status is completed upon admission to the University. Students who are admitted have met the requirements for Candidate Status Level 1.
• Level 2 Candidate Status is completed prior to the completion of 12 semester credits of the program. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered in IS3 and the student’s eXp file.
  • Demonstration of basic skills proficiency
  • Verification of fingerprint clearance

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/TED-S
• Completion of a minimum of 36 credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS).
• Satisfactory completion of any required internship, student teaching, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of Field Experience Record (100 hours). To ensure student's meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• The diploma awarded for this program will read as: Master of Arts in Education
Secondary Teacher Education

**Academic Progression Requirements for the MAED/TED-S**
Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
• Immunization or TB test results (District specific)
• Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific)
• Verification of the completion of 100 hours of field experience.
Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

**Minimum Grade Requirements for the MAED/TED-S**
A candidate must earn a grade of "B" (grades of "I" and "B-" are not accepted) or better in the following courses in order to student teach: SEC 598 and SEC 599.
• Candidates must earn a "B" or better in Student Teaching Part A & B in order to complete this program. Candidates who do not earn a "B" or better will be required to repeat the seminar(s) in which the candidate did not receive the required minimum grade and the related portion of student teaching. The Campus College chair will coordinate with the Cooperating/Mentor Teacher and Faculty Supervisor to design a remediation plan.
• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

**Institutional Recommendation for the MAED/TED-S**
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must pass their state-mandated professional knowledge exam.
• Candidates must provide verification of school law, state and U.S. Constitution coursework, as required by the state certification agency.

**Residency Requirements and Course Waivers for the MAED/TED-S**
Students in this program may waive a maximum of 6 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: COM 516, MTE 507, MTE 523, MTE 559, RDG 542, SEC 508, SEC 598, SEC 599, SPE 514
Students who complete the Teach for America Summer Institute are eligible to waive the following course in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

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<td>MAED/TED-S</td>
<td>MTE 501, MTE 506, MTE 518</td>
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</tbody>
</table>

**Field Experience for the MAED/TED-S**
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours of verified field experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each field experience will relate to specific course content and will follow a structured format. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must work with their campus to arrange field experience.

**Student Teaching for the MAED/TED-S**
Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
• Candidates must take Student Teaching Part A & B concurrently with the student teaching experience. If a candidate chooses to postpone student teaching, he/she must postpone their enrollment in the student teaching courses.
• Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
• Student teaching can only be repeated one time.
• Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry.

• Candidates enrolled in the MAED/TED program must student teach in the subject area in which a passing score was achieved on the content knowledge assessment exam. This is either an elementary (general), middle level (subject specific), or secondary (content specific) setting based on their program specialization.

• Candidates in the MAED/TED program may not student teach in special education.

• MAED/TED candidates, who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate or 9th grade English for secondary candidate), can ‘student teach’ or ‘validate’ in their current classroom. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must complete the Student Teaching courses and complete and upload the Teacher Work Sample.

• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project.

Candidates who are unable to complete their student teaching experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their student teaching online. A select number of states do not participate in the University of Phoenix Teacher Education program. Candidates must contact the Online Administrative Offices for a list of participating states and procedures for student teaching placement.

• Candidates must enroll in the remaining Student Teaching Seminars online while completing their student teaching experience.

• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Re-entry for the MAED/TED-S

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.
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The School of Advanced Studies is home to the University's doctoral programs and represents a community of professionals who want to make a meaningful social contribution to their communities and influence change in their fields. Diverse in program offerings, the School supports advanced learning in business, management, education, health care administration, nursing, higher education administration, and psychology.

**Admission Requirements**

Most doctoral programs have additional admission requirements listed within the program specific information. All applicants to doctoral programs must meet the following admission requirements:

- Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet one of the following exceptions in order to meet the English Language Proficiency Requirement:
  - achieved a minimum score of 213 on the computer-based test (CBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:

- The applicant has successfully completed thirty (30) transferable, academic semester credits at a regionally or nationally accredited college or university in the United States.
- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
- The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
- The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
- The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  - Have been granted asylum or refugee status.
- Applicants who reside in Canada must meet one of the following requirements:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
  - A completed and signed graduate application and application fee
  - A signed current Hardware/Software agreement verifying Internet access and multimedia equipped computer.
  - A signed Research Library Access Agreement.
  - A signed Enrollment/Disclosure Agreement.
  - Completion of any state-specific required documents or forms.
  - Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
  - Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

- Students attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.
• Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students attending a local campus in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Full and part-time students enrolled in a college, university or other institution of higher learning in Massachusetts must participate in a school sponsored health insurance plan, or an alternate plan with comparable coverage. All full and part-time students attending a Massachusetts local campus must complete the Student Health Insurance Plan Enrollment/Acknowledgement form indicating either that they have either enrolled in the University’s sponsored plan or that they decline participation in the University sponsored plan as they have comparable health insurance coverage. Students must complete and submit this form prior to enrolling in any class. Students who do not complete the Enrollment/Acknowledgement form each calendar year may not enroll in further courses until the form has been completed and the student has appropriate health insurance coverage.

Students who begin their studies at campuses located in Hawaii are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1956, be immunized for measles-mumps-rubella (MMR). Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

• A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student’s life or health, and specify the reason based on valid medical contraindications.

• The physician must state the length of time during which the vaccine would endanger the student’s health or life.

• The exemption certification must be signed by the physician on the physician’s printed stationery.

• A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization.

• If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.

• A copy of each exemption must be kept in the student’s health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in this state shall provide a Certificate of TB Examination issued in the United States within 12 months prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school. Students residing in the state of Connecticut are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

In accordance with Section 10a-155 of the Connecticut general statutes, all full time or matriculating students will be required to demonstrate proof of adequate immunization against measles, mumps, rubella (MMR) and varicella as recommended by the Advisory Committee for Immunization Practices (ACIP). For more specific state information, refer to the link below. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

• The student was born before January 1, 1957 (applicable to MMR vaccine only).

• The student was born in the United States before January 1, 1980 (applicable to the varicella (chicken pox) vaccine only)

• The student has documentation from a physician stating that it is medically inadvisable to receive the vaccines for the one or more of the diseases as indicated on the immunization form.

• The student has documentation from a physician or director of health that he/she has had a confirmed case of one or more of the diseases as indicated on the immunization form.

• The student has laboratory confirmation of immunity to the disease(s) as indicated on the immunization form.

• The student has submitted a statement that immunization is contrary to his/her religious beliefs.

• The student is enrolled exclusively online and does not congregate with other students on campus or at campus-sponsored events. If the student later decides to attend a class at a University of Phoenix local campus location in Connecticut, the student must meet the immunization requirements before he/she may begin attending classes at a local campus location.

• The student graduated from a public or nonpublic high school in the state of Connecticut in 1999 or later and was not exempt from the measles, rubella and on or after August 1, 2010, the mumps vaccination requirement pursuant to subdivision (2) or (3) of subsection (a) of section 10-204a.
Program Length

The anticipated "normal time" to complete a doctoral level program with a dissertation is specified on the Gainful Employment Program Disclosure for that program. Generally, the "normal time" is 194 to 206 weeks, the anticipated "normal time" to complete a doctoral level program with no dissertation is 83 weeks. The term "normal time" means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated "normal time" for a variety of reasons that are individual to the student.

Educational Specialist

The following Educational Specialist (Ed.S) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Educational Specialist program (Ed.S) will prepare learners to become transformational leaders who will strategically manage and lead complex educational organizations. Graduates will be educational practitioners who demonstrate analytical, critical, and innovative thinking to improve the performance of educational institutions. The Educational Specialist program degree is consistent with the University’s mission to develop knowledge and skills that will enable learners to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to their communities. The program is designed to emphasize leadership and to focus on a specialization in Curriculum and Instruction.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/eds.

Ed.S Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Communication Strategies</td>
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<td>Curriculum Theory</td>
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<td>EDD 722</td>
<td>Planning and Leading Change</td>
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<td>EDD 723</td>
<td>The Legal Context of Education</td>
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<td>Ethics and Values in Learning Organizations</td>
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<td>CUR 721</td>
<td>Curriculum Design</td>
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<td>EDD 731</td>
<td>Instructional Models</td>
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<td>EDD 733</td>
<td>The Economics of Education</td>
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<td>CUR 731</td>
<td>Evaluation and Assessment Methods</td>
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<td>EDS 799</td>
<td>Supervision of Curriculum and Instruction</td>
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<tr>
<td>EDS 799</td>
<td>Educational Specialist Capstone</td>
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</table>

Additional Admission Requirements for the Ed.S

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- An ABA accredited institution (if coursework was from a graduate level program) or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 on the graduate degree posted transcript is required for admission.
- Current or a record of past employment in an education or related position is required for admission.

Degree Requirements for the Ed.S

Educational Specialist students must meet the following degree requirements:
- A minimum of 31 doctorate credits in the Required Program Category Preferred Sequence.
- A minimum grade point average (GPA) of 3.0.
- Completion of the graduation information packet.
- Students must satisfy all credits and non-credit bearing activities prior to commencement eligibility.

Academic Progression Requirements for the Ed.S

Educational Specialist students are subject to the following academic progression requirements:
- Students must earn a grade of "B" or better in COM 705 Communication Strategies. Students who earn less than a "B" will be scholastically disqualified and must repeat the course. COM 705 may be repeated one time. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
- Students who miss or must withdraw from a course may complete the course via directed study, if available. All maximum enrollment policies apply. This option will only be available three times (9 credits) and applies only to online courses. However, some courses may not be suitable or available for directed study, and all directed studies must have the approval of the Doctoral Program Chair.
- Any student who earns a course grade of "C+" or below must repeat that course. If a student who is not on academic probation earns a "C+" or below, that student must repeat the course and earn a grade of "B-" or better. If a student who is on academic probation earns a "C+" or below, that student must repeat the course again and earn a grade of "B" or better.
• Any student who does not maintain a minimum GPA of 3.0 will be placed on academic probation.
• Academic probation will last for four consecutive courses during which time students must (1) raise their GPA to a minimum of 3.0 and (2) earn at least a grade of "B" in each course.
• Students will be allowed to have only one incomplete grade on their records at a time. Students will have up to 5 weeks to complete a course once an incomplete has been issued.
• Students in the Doctor of Education in Educational Leadership (EdD) program, due to extenuating personal circumstances, may transfer their credits into the Educational Specialist program.
• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 721R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.

Residency Requirements for the Ed.S
Educational Specialist students must meet the following residency requirements:
• Students in this program may waive a maximum of 6 credits from their required course of study.
• Students may not waive any of the following courses: COM 705 and EDS 799
In order to waive a course in the EDS program, students must have completed a previous course that meets the following criteria:
• The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be a doctoral-level course. Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the Ed.S
A student who is readmitted into this program after one year of absence must update and resubmit the following forms:
application, enrollment agreement, Hardware/Software agreement and research library access.

Doctor of Education in Educational Leadership/Higher Education Administration

The following Doctor of Education in Educational Leadership/Higher Education Administration (EDD/HEA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Higher Education Administration program is to prepare education professionals who can address the multiple challenges facing higher education in a dynamic global community. The program prepares students to lead innovative, institutional policy changes and improvements within complex educational environments involving multiple stakeholders. The program addresses the diversity of higher education entities including public and private colleges and universities, governmental entities, accrediting and regulatory bodies, and higher education professional associations. The program emphasizes the discovery, integration and application of knowledge about higher education and leadership, promotes a commitment to professional integrity and development, the value of human diversity, innovative practice, and collaboration.

For more information on our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/edd-hea.

Program Category Requirements for the EDD/HEA
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits
DOC 700 ~ .............................................................................1 credit
Developing the Doctoral Identity
LDR 711A ~ .............................................................................3 credits

Leadership Theory and Practice
Foundations in Higher Education Administration, 9 total credits
HEA 711 ~ .............................................................................3 credits
History and Philosophy of Higher Education
HEA 712 ~ .............................................................................3 credits
Higher Education Law, Policy and the Regulatory Environment
HEA 713 ~ .............................................................................3 credits
Higher Education Economics, Finance and Strategic Planning
Research Foundations, 6 total credits
RES 709 ~ .............................................................................3 credits
Research Conceptualization and Design
RES 710 ~ .............................................................................3 credits
Statistical Research Methods and Design I
Advanced Research Design, 6 total credits
RES 720 ~ .............................................................................3 credits
Statistical Research Methods and Design II
RES 724 ~ .............................................................................3 credits
Qualitative Methods and Design
Administration and Leadership in Higher Education, 6 total credits
HEA 721 ~ .............................................................................3 credits
Organizational Theory, Innovation and Change Management
HEA 722 ~ .............................................................................3 credits
Academic and Student Affairs Administration
Doctoral Residencies, 10 total credits
DOC 705R ~ .............................................................................3 credits
Creative and Critical Thinking
DOC 720R ~ .............................................................................2 credits
Doctoral Seminar I
DOC 733R ~ .............................................................................3 credits
Doctoral Seminar III
**Doctoral Seminar IV**

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<td>DOC 734R</td>
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**The Context of Higher Education, 9 total credits**

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<td>HEA 731</td>
<td>Student Development, Adult Education, and Student Diversity</td>
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<td>HEA 732</td>
<td>Curriculum Development, Assessment, and Program Evaluation</td>
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<tr>
<td>HEA 733</td>
<td>Global Models and International Issues in Higher Education</td>
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**Advanced Research Analysis, 3 total credits**

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<td>Descriptive and Comparative Data Analysis</td>
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<td>RES 726</td>
<td>Correlational Methods of Analysis</td>
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<td>RES 727</td>
<td>Approaches to Phenomenological Inquiry and Data Analysis</td>
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<td>RES 728</td>
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**Dissertation, 9 total credits**

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<td>DOC 741</td>
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<td>DOC 742</td>
<td>Doctoral Project IV</td>
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**Annual Renewal Residency**

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 743R, and an advanced research analysis elective course.

DOC 741R: 2 credits

**Dissertation Extension**

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<td>DOC 741B</td>
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<td>DOC 887</td>
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**Concept Continuing Enrollment I**

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**Project Extension**

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<tr>
<td>DOC 742B</td>
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**Annual Renewal Residency**

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the seminar, dissertation, and project requirements for the doctoral program. Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**

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**Additional Admission Requirements for the EDD/HEA**

All applicants are expected to meet the following admissions requirements:

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e., JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
• Current or a record of past employment in supervisory or management position is required for admission.

**Degree Requirements for the EDD/HEA**

• A minimum of 62 doctorate credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion of all residencies.
• Students must meet the established University residency requirement for degree conferral. The University requires that 23 credits in the required course of study, must be completed at University of Phoenix.
• Completion of physical residencies:
  • Five-day residency at the beginning of year three.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of the program.
• Students who would like to repeat DOC/741R may repeat the course.

**Academic Standing and Minimum Grade Requirements for the EDD/HEA**

• Students are required to achieve a minimum grade of "B" in the following course: DOC 700
• Students are required to achieve a minimum grade of "B-" in the following course: DOC 700R
• All credit-bearing courses, with the exception of DOC/700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.
• Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

**Residency Requirements and Course Waivers for the EDD/HEA**

• Students must meet the established University residency requirement for degree conferral. The University requires that 23 credits in the required course of study, must be completed at University of Phoenix.
• Completion of physical residencies:
  • Five-day residency at the beginning of year three.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of year three.
• If a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Exception: DOC/741R will not be required if all other degree requirements have been completed.
• Students may waive a maximum of 39 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  • The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

**Academic Progression Requirements for the EDD/HEA**

Students are subject to the following academic progression requirements:

• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.
• Students may have only one incomplete grade on their records at a time.
• Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
• Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
• Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
• Concept review approval prior to enrollment in DOC/741.
• Quality review of dissertation proposal approval prior to enrollment in DOC 742.
• Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.
• Quality final Institutional review of dissertation during DOC 742.
• Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students who would like to repeat DOC 741R may repeat the course.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, LOC 723, LOC 733R, LOC 741, LOC 741R, LOC 742, LDR 711A
• The dissertation may not be waived.

Re-entry for the EDD/HEA
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Doctor of Management in Organizational Leadership

The following Doctor of Management in Organizational Leadership (DM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Management in Organizational Leadership degree program is to develop the critical and creative decision-making capabilities of management professionals that enable professional success. Merging current theory and best practices, the program prepares students to advance their organization, industry, and community through ethical and transformational leadership by
• Integrating scholar, practitioner, and leader perspectives to implement best practices and resolve emerging managerial challenges
• Designing and conducting practical, data-driven research that informs managerial decisions and contributes to the existing body of knowledge.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/dm.

DM Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC 700</td>
<td>1</td>
</tr>
</tbody>
</table>

Developing the Doctoral Identity

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR 711A</td>
<td>3</td>
</tr>
</tbody>
</table>

Leadership Theory and Practice

Foundations in Management and Organizational Leadership, 6 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG 716</td>
<td>3</td>
</tr>
<tr>
<td>Organization Theory and Design</td>
<td>3</td>
</tr>
<tr>
<td>MGT 716</td>
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</table>

Management Philosophies

Research Foundations, 6 total credits

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>RES 709</td>
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</tr>
<tr>
<td>Research Conceptualization and Design</td>
<td>3</td>
</tr>
<tr>
<td>Statistical Research Methods and Design I</td>
<td>3</td>
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</table>

Advanced Research Design, 6 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RES 720</td>
<td>3</td>
</tr>
<tr>
<td>Statistical Research Methods and Design II</td>
<td>3</td>
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<tr>
<td>Qualitative Methods and Design</td>
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Theory and Practice of Management and Organizational Leadership, 12 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LDR 726</td>
<td>3</td>
</tr>
<tr>
<td>The Dynamics of Group and Team Leadership</td>
<td>3</td>
</tr>
<tr>
<td>The Impact of Technology on Organizations</td>
<td>3</td>
</tr>
<tr>
<td>Emerging Managerial Practices</td>
<td>3</td>
</tr>
<tr>
<td>Organizational Diagnosis and Intervention</td>
<td>3</td>
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</tbody>
</table>

Doctoral Residencies, 10 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DOC 705R</td>
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</tr>
<tr>
<td>Creative and Critical Thinking</td>
<td>2</td>
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</table>

Doctoral Seminar I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC 733R</td>
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</table>

Doctoral Seminar III

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DOC 734R</td>
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</table>

Doctoral Seminar IV

Advanced Inquiry in Management and Organizational Leadership, 6 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHL 736</td>
<td>3</td>
</tr>
<tr>
<td>Political Acumen and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Architecture of Leadership</td>
<td>3</td>
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</tbody>
</table>

Advanced Research Analysis, 3 total credits

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 725</td>
<td>3</td>
</tr>
</tbody>
</table>

Descriptive and Comparative Data Analysis

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 726</td>
<td>3</td>
</tr>
</tbody>
</table>

Correlational Methods of Analysis

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 727</td>
<td>3</td>
</tr>
</tbody>
</table>

Approaches to Phenomenological Inquiry and Data Analysis
Students have the option to complete the A or A and B courses for dissertation and project requirements for the doctoral program. However, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program. Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Dissertation Extension**

DOC 741A ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ .............................................................. 1 credit

**Project Extension**

DOC 742A ~ .............................................................. 3 credits
Doctoral Project IV
DOC 742B ~ .............................................................. 3 credits
Doctoral Project IV
DOC 987 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 990 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 992 ~ .............................................................. 1 credit
Project Continuing Enrollment II

**Annual Renewal Residency**

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R .............................................................. 2 credits
Annual Renewal Residency

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program. Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**

DOC 787 ~ .............................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ~ .............................................................. 1 credit
Concept Continuing Enrollment II

**Dissertation Extension**

DOC 741A ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ .............................................................. 1 credit

**Project Extension**

DOC 742A ~ .............................................................. 3 credits
Doctoral Project IV
DOC 742B ~ .............................................................. 3 credits
Doctoral Project IV
DOC 987 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 990 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 992 ~ .............................................................. 1 credit
Project Continuing Enrollment II

**Annual Renewal Residency**

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R .............................................................. 2 credits
Annual Renewal Residency

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program. Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**

DOC 787 ~ .............................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ~ .............................................................. 1 credit
Concept Continuing Enrollment II

**Dissertation Extension**

DOC 741A ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ .............................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ .............................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ .............................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ .............................................................. 1 credit

**Project Extension**

DOC 742A ~ .............................................................. 3 credits
Doctoral Project IV
DOC 742B ~ .............................................................. 3 credits
Doctoral Project IV
DOC 987 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 990 ~ .............................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ .............................................................. 0 credits
Project Continuing Enrollment I
DOC 992 ~ .............................................................. 1 credit
Project Continuing Enrollment II

**Additional Admission Requirements for the DM**

All applicants are expected to meet the following admissions requirements:

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
- Current or a record of past employment in supervisory or management position is required for admission.

**Degree Requirements for the DM**

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.

The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their mentor stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.
• Students must successfully complete all credit and non-credit bearing degree requirements, including a completed dissertation approved by the Dean, prior to commencement eligibility.
• Specializations are reflected on the transcript only and will not appear on the diploma.
• The diploma awarded for this program will read as: Doctor of Management

Academic Progression Requirements for the DM

Students are subject to the following academic progression requirements:
• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.
• Students may have only one incomplete grade on their records at a time.
• Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
• Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
• Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
• Concept review approval prior to enrollment in DOC 741.
• Quality review of dissertation proposal approval prior to enrollment in DOC 742.
• Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.
• Quality final Institutional review of dissertation during DOC 742.
• Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students who would like to repeat DOC 741R may repeat the course.

Academic Standing and Scholastic Disqualification for the DM

• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
• Students are required to achieve a minimum grade of "B-" in the following course: DOC 700
• Students are required to achieve a minimum grade of "B-" in the following course: DOC 720R
• All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.

Residency Requirements and Course Waivers for the DM

• Students must meet established University residency requirement for degree conferral. The University requires that the 23 credits in the Required Course of Study, must be completed at University of Phoenix.
• Completion of physical residencies.
• Five-day residency at the beginning of the program.
• Three-day residency at the beginning of year two.
• Eight-day residency at the beginning of year three.
• If a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students may waive a maximum of 39 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  • The course must have been completed and/or approved by a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • The following courses may not be waived: DOC 701, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 741R, DOC 742, LDR 711A
• The dissertation may not be waived.

Re-entry for the DM

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
Doctor of Management in Organizational Leadership with a Specialization in Information Systems and Technology

The following Doctor of Management in Organizational Leadership with a specialization in Information Systems and Technology (DM/IST) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Information Systems and Technology specialization of the Doctor of Management in Organizational Leadership degree (DM/IST) is to enable a diverse group of students to synthesize and apply new knowledge and models affecting information systems and technology (IST) from an organizational and global perspective. Students integrate critical thinking, ethical leadership, and the application of IST content areas with their professional experiences and doctoral-level research to create innovative, positive, and practical contributions to the body of IST knowledge. Graduates will be able to influence and direct their organizations positively through strong leadership and management practices within the IST environment.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/dm-ist.

DM/IST Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 ~ 1 credit
Developing the Doctoral Identity

LDR 711A ~ 3 credits
Leadership Theory and Practice

Foundations of Informational Systems in Management and Organizational Leadership, 9 total credits

IST 710 ~ 3 credits
Foundations of Information Systems Management

ORG 716 ~ 3 credits
Organizational Theory and Design

MGT 716 ~ 3 credits
Management Philosophies

Research Foundations, 6 total credits

RES 709 ~ 3 credits
Research Conceptualization and Design

RES 710 ~ 3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits

RES 720 ~ 3 credits
Statistical Research Methods and Design II

RES 724 ~ 3 credits
Qualitative Methods and Design

Information Systems Across Organizations, 9 total credits

IST 722 ~ 3 credits
Information Technology for Teams

IST 723 ~ 3 credits
Departmental Information Systems

IST 724 ~ 3 credits
Organizational Information Systems Management

Doctoral Residencies, 10 total credits

DOC 705R ~ 3 credits
Creative and Critical Thinking

DOC 720R ~ 2 credits
Doctoral Seminar I

DOC 733R ~ 3 credits
Doctoral Seminar III

DOC 734R ~ 2 credits
Doctoral Seminar IV

Advanced Inquiry in Information Systems and Technology, 6 total credits

IST 732 ~ 3 credits
Global Information Systems Management

IST 733 ~ 3 credits
Information Systems Management Architecture

Advanced Research Analysis, 3 total credits

RES 725 ~ 3 credits
Descriptive and Comparative Data Analysis

RES 726 ~ 3 credits
Correlational Methods of Analysis

RES 727 ~ 3 credits
Approaches to Phenomenological Inquiry and Data Analysis

RES 728 ~ 3 credits
Qualitative Case Study

RES 729 ~ 3 credits
Ethnomethodology and the Study of Culture

RES 745 ~ 3 credits
Grounded Theory Methods

RES 746 ~ 3 credits
Mixed Methods

Dissertation, 9 total credits

DOC 723 ~ 3 credits
Doctoral Seminar II

DOC 741 ~ 3 credits
Doctoral Dissertation

DOC 742 ~ 3 credits
Doctoral Project IV

Annual Renewal Residency

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course.
of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R ................................................. 2 credits
Annual Renewal Residency
The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program.
Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

Seminar II Extension
DOC 787 ~ .................................................... 0 credits
Concept Continuing Enrollment I
DOC 788 ~ .................................................... 1 credit
Concept Continuing Enrollment II

Dissertation Extension
DOC 741A ~ ..................................................... 3 credits
Doctoral Dissertation
DOC 741B ~ ..................................................... 3 credits
Doctoral Dissertation
DOC 887 ~ ..................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ ..................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ ..................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ ..................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ ..................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ ..................................................... 1 credit
Dissertation Continuing Enrollment II

Project Extension
DOC 742A ~ ..................................................... 3 credits
Doctoral Project IV
DOC 742B ~ ..................................................... 3 credits
Doctoral Project IV
DOC 987 ~ ..................................................... 0 credits
Project Continuing Enrollment I
DOC 988 ~ ..................................................... 1 credit
Project Continuing Enrollment II
DOC 989 ~ ..................................................... 0 credits
Project Continuing Enrollment I
DOC 990 ~ ..................................................... 1 credit
Project Continuing Enrollment II
DOC 991 ~ ..................................................... 0 credits
Project Continuing Enrollment I
DOC 992 ~ ..................................................... 1 credit
Project Continuing Enrollment II
Students may be required to complete DOC 741B and DOC 742B until all programmatic requirements and approvals have been met. The University reserves the right to modify the required course of study.

Additional Admission Requirements for the DM/IST
All applicants are expected to meet the following admissions requirements:

• A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
• Current or a record of past employment in supervisory or management position is required for admission.

Degree Requirements for the DM/IST

• A minimum of 62 doctorate credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion of all residencies.
• Written approval of the dissertation proposal.
• Satisfactory oral defense and written completion of the dissertation.

• The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.
• Students must successful complete all credit and non-credit bearing degree requirements, including a completed dissertation approved by the Dean, prior to commencement eligibility.
• Specializations are reflected on the transcript only and will not appear on the diploma.
• The diploma awarded for this program will read as: Doctor of Management

Academic Progression Requirements for the DM/IST
Students are subject to the following academic progression requirements:

• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.
• Students may have only one incomplete grade on their records at a time.
• Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
• Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
• Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
• Concept review approval prior to enrollment in DOC 741.
• Quality review of dissertation proposal approval prior to enrollment in DOC 742.
• Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.
• Quality final Institutional review of dissertation during DOC 742.
• Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students who would like to repeat DOC 741R may repeat the course.

Academic Standing and Scholastic Disqualification for the DM/IST

• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
• Students are required to achieve a minimum grade of "B" in the following course: DOC 700
• Students are required to achieve a minimum grade of "B-" in the following course: DOC 720R
• All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.

Residency Requirements and Course Waivers for the DM/IST

• Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.
• Completion of physical residencies.
  • Five-day residency at the beginning of the program.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of year three.
  • If a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students may waive a maximum of 39 credits from their required course of study.

• In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  • The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741R, DOC 741R, DOC 742, LDR 711A
• The dissertation may not be waived.

Re-entry for the DM/IST

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Business Administration

The following Doctor of Business Administration (DBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Business Administration degree program is to empower business administration practitioners to become business subject experts, organizational leaders, and industry pioneers who create unique, value-added contributions to the existing body of knowledge and society by expanding their organizational vision, theoretical foundations of strategy, global business, research methodology, and cultural diversity. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/dba.
DBA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Doctoral Foundations, 4 total credits**
- DOC 700 ~ ................................................................. 1 credit
  Developing the Doctoral Identity
- LDR 711A ~ ............................................................. 3 credits
  Leadership Theory and Practice

**Foundations in Business Administration, 12 total credits**
- FIN 711 ~ ............................................................... 3 credits
  Financial Measures of Value Added
- ORG 711 ~ .............................................................. 3 credits
  21st Century Issues in Organizational Behavior I
- MGT 711 ~ .............................................................. 3 credits
  Strategic Opportunities in an Internet-based Global Economy
- MKT 711 ~ .............................................................. 3 credits
  Marketing and Managing the Customer Relationship

**Research Foundations, 6 total credits**
- RES 709 ~ ............................................................... 3 credits
  Research Conceptualization and Design
- RES 710 ~ .............................................................. 3 credits
  Statistical Research Methods and Design I

**Advanced Research Design, 6 total credits**
- RES 720 ~ ............................................................... 3 credits
  Statistical Research Methods and Design II
- RES 724 ~ ............................................................... 3 credits
  Qualitative Methods and Design

**Issues in Advanced Business Leadership, 6 total credits**
- LDR 722 ~ .............................................................. 3 credits
  Ethical Leadership and the Law in the Global Environment
- BUS 721 ~ .............................................................. 3 credits
  Issues in Optimizing Operations

**Doctoral Residencies, 10 total credits**
- DOC 705R ~ ........................................................... 3 credits
  Creative and Critical Thinking
- DOC 710R ~ ........................................................... 2 credits
  Doctoral Seminar I
- DOC 733R ~ ........................................................... 3 credits
  Doctoral Seminar II
- DOC 734R ~ ........................................................... 3 credits
  Doctoral Seminar III
- DOC 735R ~ ........................................................... 2 credits
  Doctoral Seminar IV

**Advanced Inquiry in Business Analysis and Leadership, 6 total credits**
- LDR 731 ~ .............................................................. 3 credits
  Contemporary Issues in Leadership
- BUS 733 ~ .............................................................. 3 credits
  Transforming the Business

**Advanced Research Analysis, 3 total credits**
- RES 725 ~ ............................................................... 3 credits
  Descriptive and Comparative Data Analysis
- RES 726 ~ ............................................................... 3 credits
  Correlational Methods of Analysis
- RES 727 ~ ............................................................... 3 credits
  Approaches to Phenomenological Inquiry and Data Analysis
- RES 728 ~ ............................................................... 3 credits
  Qualitative Case Study
- RES 729 ~ ............................................................... 3 credits
  Ethnomethodology and the Study of Culture
- RES 745 ~ ............................................................... 3 credits
  Grounded Theory Methods
- RES 746 ~ ............................................................... 3 credits
  Mixed Methods

**Dissertation, 9 total credits**
- DOC 723 ~ ............................................................. 3 credits
  Doctoral Seminar II
- DOC 741 ~ ............................................................. 3 credits
  Doctoral Dissertation
- DOC 742 ~ ............................................................. 3 credits
  Doctoral Project IV

**Annual Renewal Residency**

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

- DOC 741R ............................................................... 2 credits
  Annual Renewal Residency

Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**
- DOC 787 ~ ............................................................. 0 credits
  Concept Continuing Enrollment I
- DOC 788 ~ ............................................................. 1 credit
  Concept Continuing Enrollment II

**Dissertation Extension**
- DOC 741A ~ ........................................................... 3 credits
  Doctoral Dissertation
- DOC 741B ~ ........................................................... 3 credits
  Doctoral Dissertation
- DOC 887 ~ ............................................................. 0 credits
  Dissertation Continuing Enrollment I
- DOC 888 ~ ............................................................. 1 credit
  Dissertation Continuing Enrollment II
- DOC 889 ~ ............................................................. 0 credits
  Dissertation Continuing Enrollment I
Degree Requirements for the DBA

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.

The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.

- Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
- The diploma awarded for this program will read as: Doctor of Business Administration

Academic Progression for the DBA

Students are subject to the following academic progression requirements:

- Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.
- Students may have only one incomplete grade on their records at a time.
- Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.
- Quality final Institutional review of dissertation during DOC 742.

Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

- Students who would like to repeat DOC 741R may repeat the course.
Academic Standing and Minimum Grade Requirements for the DBA
• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.

Students are required to achieve a minimum grade of "B" in the following course: DOC 700
Students are required to achieve a minimum grade of "B-" in the following course: DOC 720R
• All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.

Residency Requirements and Course Waivers for the DBA
• Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.
• Completion of physical residencies.
  • Five-day residency at the beginning of the program.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of year three.
• If a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

• Students may waive a maximum of 39 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  • The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 741R, DOC 742, LDR 711A
• The dissertation may not be waived.

Re-entry for the DBA
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Health Administration

The following Doctor of Health Administration (DHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Health Administration degree program is to develop healthcare leaders by educating them in the areas of active inquiry, critical thought, and scholarly dialogue. The program prepares students from diverse backgrounds to:
• lead and meet the demands of rapidly changing healthcare organizations;
• shape the structure of complex health systems and their future evolution;
• contribute to the existing body of knowledge through publication of innovative and timely research in well-respected, peer reviewed journals and presentations at reputable conferences
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/dha.

DHA Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits
DOC 700 ..................................................................................... 1 credit
Developing the Doctoral Identity
LDR 711A ~ ............................................................................... 3 credits
Leadership Theory and Practice

Foundations in Health Care Administration, 6 total credits
DHA 711 ~ ............................................................................... 3 credits
Administration of Complex Health Care Systems
DHA 715 ~ ............................................................................... 3 credits
Risk Management in Complex Health Organizations

Research Foundations, 6 total credits
RES 709 ~ ............................................................................... 3 credits
Research Conceptualization and Design
RES 710 ~ ................................................................. 3 credits

Statistical Research Methods and Design I
RES 270 ~ ................................................................. 3 credits

**Advanced Research Design, 6 total credits**
RES 720 ~ ................................................................. 3 credits
Statistical Research Methods and Design II
RES 724 ~ ................................................................. 3 credits

Qualitative Methods and Design
**Advanced Leadership Issues in Health Care Administration, 9 total credits**
DHA 721 ~ ................................................................. 3 credits
Health Care Economics
DHA 722 ~ ................................................................. 3 credits
Policy and Regulation in Health Care
Students must choose one of the following:
DHA 723 ~ ................................................................. 3 credits
Executive Information Systems
DHA 724 ~ ................................................................. 3 credits
Globalization of Health Care
DHA 714 ~ ................................................................. 3 credits
Health Care Marketing

**Doctoral Residencies, 10 total credits**
DOC 705R ~ .............................................................. 3 credits
Creative and Critical Thinking
DOC 720R ~ .............................................................. 2 credits
Doctoral Seminar I
DOC 733R ~ .............................................................. 3 credits
Doctoral Seminar III
DOC 734R ~ .............................................................. 2 credits
Doctoral Seminar IV

**Advanced Inquiry in Health Care Leadership, 9 total credits**
DHA 731 ~ ................................................................. 3 credits
Population Health and Epidemiology
DHA 732 ~ ................................................................. 3 credits
Evaluation of Health Care Programs
DHA 733 ~ ................................................................. 3 credits
Contemporary Leadership Issues

**Advanced Research Analysis, 3 total credits**
RES 725 ~ ................................................................. 3 credits
Descriptive and Comparative Data Analysis
RES 726 ~ ................................................................. 3 credits
Correlative Methods of Analysis
RES 727 ~ ................................................................. 3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~ ................................................................. 3 credits
Qualitative Case Study
RES 729 ~ ................................................................. 3 credits
Ethnomethodology and the Study of Culture
RES 745 ~ ................................................................. 3 credits
Grounded Theory Methods
RES 746 ~ ................................................................. 3 credits

Mixed Methods
**Dissertation, 9 total credits**
DOC 723 ~ ............................................................... 3 credits
Doctoral Seminar II
DOC 741 ~ ............................................................... 3 credits
Doctoral Dissertation
DOC 742 ~ ............................................................... 3 credits
Doctoral Project IV

**Annual Renewal Residency**
Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R ................................................................. 2 credits

Annual Renewal Residency
The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program.
Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**
DOC 787 ................................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ................................................................. 1 credit
Concept Continuing Enrollment II

**Dissertation Extension**
DOC 741A ............................................................... 3 credits
Doctoral Dissertation
DOC 741B ............................................................... 3 credits
Doctoral Dissertation
DOC 887 ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ................................................................. 1 credit
Dissertation Continuing Enrollment II

DOC 889 ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ................................................................. 1 credit
Dissertation Continuing Enrollment II

**Project Extension**
DOC 742A ............................................................... 3 credits
Doctoral Project IV
DOC 742B ............................................................... 3 credits
Doctoral Project IV
DOc 987 ~ ................................. 0 credits
Project Continuing Enrollment I
DOc 988 ~ ................................. 1 credit
Project Continuing Enrollment II
DOc 989 ~ ................................. 0 credits
Project Continuing Enrollment I
DOc 990 ~ ................................. 1 credit
Project Continuing Enrollment II
DOc 991 ~ ................................. 0 credits
Project Continuing Enrollment I
DOc 992 ~ ................................. 1 credit
Project Continuing Enrollment II

Students may be required to complete DOc 741B and DOc 742B until all programmatic requirements and approvals have been met. The University reserves the right to modify the required course of study.

Additional Admission Requirements for the DHA

All applicants are expected to meet the following admissions requirements:

• A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.

• Current or a record of past employment in supervisory or management position is required for admission.

Degree Requirements for the DHA

• A minimum of 62 doctorate credits.

• A minimum grade point average (GPA) of 3.0.

• Satisfactory completion of all residencies.

• Written approval of the dissertation proposal.

• Satisfactory oral defense and written completion of the dissertation.

• The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.

• Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.

• The diploma awarded for this program will read as: Doctor of Health Administration

Academic Progression for the DHA

Students are subject to the following academic progression requirements:

• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOc 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.

• Students may have only one incomplete grade on their records at a time.

• Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.

• Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.

• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOc 720R Doctoral Seminar I.

• Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.

• Concept review approval prior to enrollment in DOc 741.

• Quality review of dissertation proposal approval prior to enrollment in DOc 742.

• Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.

• Quality final Institutional review of dissertation during DOc 742.

• Enrollment in DOc 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOc 733R, DOc 734R, and an advanced research analysis elective course.

• Students who would like to repeat DOc 741R may repeat the course.

Academic Standing and Minimum Grade Requirements for the DHA

• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.

Students are required to achieve a minimum grade of "B" in the following course: DOc 700

Students are required to achieve a minimum grade of "B-" in the following course: DOc 720R

• All credit-bearing courses, with the exception of DOc 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.

Residency Requirements and Course Waivers for the DHA

• Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.

• Completion of physical residencies.
• Students who have been out of attendance over one year who
• Any student who has been out of attendance for more than 365
• The dissertation may not be waived.
• The following courses may not be waived: DOC 700, DOC 705R,
• In order to be granted a waiver with credit for a course in the
• Students may waive a maximum of 39 credits from their
• The course must have been completed and transcripted from
• The course must have been completed within the past ten
• The course must be comparable in content and credits to the
• The following courses may not be waived: DOC 700, DOC 705R,
• The dissertation may not be waived.

Re-entry for the DHA

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Education in Educational Leadership

The following Doctor of Education in Educational Leadership (EdD) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/edd.

EdD Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 ................................................................. 1 credit
Developing the Doctoral Identity
LDR 711A .............................................................. 3 credits
Leadership Theory and Practice

Foundations in Education, 9 total credits

EDD 711 ~ .......................................................... 3 credits
Social Contexts and Contemporary Issues
EDD 712 ~ .......................................................... 3 credits
Leadership in Contemporary Organizations
EDD 714 ~ .......................................................... 3 credits
Comparative Models of Educational Environments

Research Foundations, 6 total credits

RES 709 .............................................................. 3 credits
Research Conceptualization and Design
RES 710 ~ .......................................................... 3 credits
Statistical Research Methods and Design I
Advanced Research Design, 6 total credits

RES 720 ~ .......................................................... 3 credits
Statistical Research Methods and Design II
RES 724 ~ .......................................................... 3 credits
Qualitative Methods and Design
Ethics, Leadership, and Values in Education, 9 total credits

EDD 722 ~ .......................................................... 3 credits
The Legal Context of Education
EDD 723 ~ .......................................................... 3 credits
Ethics and Values in Learning Organizations
Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**

DOC 787 ~ ................................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ~ ................................................................. 1 credit
Concept Continuing Enrollment II

**Dissertation Extension**

DOC 741A ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II

**Project Extension**

DOC 742A ~ ................................................................. 3 credits
Doctoral Project IV
DOC 742B ~ ................................................................. 3 credits
Doctoral Project IV
DOC 987 ~ ................................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ ................................................................. 1 credit
Project Continuing Enrollment II
DOC 989 ~ ................................................................. 0 credits
Project Continuing Enrollment I
DOC 990 ~ ................................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ ................................................................. 0 credits
Project Continuing Enrollment I
DOC 992 ~ ................................................................. 1 credit
Project Continuing Enrollment II

Annual Renewal Residency

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

**Annual Renewal Residency**

EDD 724 ~ ................................................................. 3 credits
Instructional Leadership

**Doctoral Residencies, 10 total credits**

DOC 705R ~ ................................................................. 3 credits
Creative and Critical Thinking
DOC 720R ~ ................................................................. 2 credits
Doctoral Seminar I
DOC 733R ~ ................................................................. 3 credits
Doctoral Seminar III
DOC 734R ~ ................................................................. 2 credits
Doctoral Seminar IV

**Advanced Inquiry in Education, 6 total credits**

EDD 731 ~ ................................................................. 3 credits
The Economics of Education
EDD 733 ~ ................................................................. 3 credits
Evaluation and Assessment Methods

**Advanced Research Analysis, 3 total credits**

RES 725 ~ ................................................................. 3 credits
Descriptive and Comparative Data Analysis
RES 726 ~ ................................................................. 3 credits
Correlational Methods of Analysis
RES 727 ~ ................................................................. 3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~ ................................................................. 3 credits
Qualitative Case Study
RES 729 ~ ................................................................. 3 credits
Ethnomethodology and the Study of Culture
RES 745 ~ ................................................................. 3 credits
Grounded Theory Methods
RES 746 ~ ................................................................. 3 credits
Mixed Methods

**Dissertation, 9 total credits**

DOC 723 ~ ................................................................. 3 credits
Doctoral Seminar II
DOC 741 ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 742 ~ ................................................................. 3 credits
Doctoral Project IV

**Annual Renewal Residency**

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program.
A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.

Current or a record of past employment in supervisory or management position is required for admission.

Degree Requirements for the EdD

A minimum of 62 doctorate credits.

A minimum grade point average (GPA) of 3.0.

Satisfactory completion of all residencies.

Written approval of the dissertation proposal.

Satisfactory oral defense and written completion of the dissertation.

The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their Chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.

Students must satisfy all credit and non-credit bearing requirements prior to commencement eligibility.

Specializations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Doctor of Education

Academic Progression Requirements for the EdD

Students are subject to the following academic progression requirements:

- Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.

- Students may have only one incomplete grade on their records at a time.

- Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.

- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.

- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.

- Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.

- Concept review approval prior to enrollment in DOC 741.

- Quality review of dissertation proposal approval prior to enrollment in DOC 742.

- Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.

- Quality final Institutional review of dissertation during DOC 742.

- Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

- Students who would like to repeat DOC 741R may repeat the course.

Academic Standing and Minimum Grade Requirements for the EdD

Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.

Students are required to achieve a minimum grade of "B" in the following course: DOC 700

Students are required to achieve a minimum grade of "B-" in the following course: DOC 720R

All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.

Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

Residency Requirements and Course Waivers for the EdD

Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at UOPX. Additionally, students must meet the following residency requirements:

- Completion of physical residencies.
- Five-day residency at the beginning of the program.
- Three-day residency at the beginning of year two.
- Eight-day residency at the beginning of year three.
- If a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

Students may waive a maximum of 39 credits from their required course of study.

In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.

The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 741R, DOC 742, LDR 711A

The dissertation may not be waived.

### Re-entry for the EdD

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

### Doctor of Education in Educational Leadership/ 
Curriculum and Instruction

The following Doctor of Education in Educational Leadership/ Curriculum and Instruction (EdD/CI) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/edd-ci.

### EdD/CI Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

#### Doctoral Foundations, 4 total credits

- DOC 700 ................................................................. 1 credit
- Developing the Doctoral Identity
- LDR 711A ............................................................... 3 credits

#### Leadership Theory and Practice

- Foundations of Curriculum and Instruction in Education, 9 total credits
  - EDD 711 ............................................................. 3 credits
  - Social Contexts and Contemporary Issues
  - EDD 724 ............................................................. 3 credits
  - Instructional Leadership
  - CUR 713 ............................................................ 3 credits
  - Curriculum, Developmental, and Learning Theories

#### Research Foundations, 6 total credits

- RES 709 ............................................................. 3 credits
- Research Conceptualization and Design
- RES 710 ............................................................. 3 credits
- Statistical Research Methods and Design I
- RES 720 ............................................................. 3 credits
- Statistical Research Methods and Design II
- RES 724 ............................................................. 3 credits
- Qualitative Methods and Design

#### Principles and Practices in Curriculum and Instruction, 9 total credits

- CUR 721 ............................................................. 3 credits
- Curriculum Design
- CUR 722 ............................................................. 3 credits
- Instructional Models
- CUR 723 ............................................................. 3 credits
- Assessment of Student Learning

#### Doctoral Residencies, 10 total credits

- DOC 705R ............................................................ 3 credits
- Creative and Critical Thinking
- DOC 720R ............................................................ 2 credits
- Doctoral Seminar I
- DOC 733R ............................................................ 3 credits
- Doctoral Seminar II
- DOC 734R ............................................................ 2 credits
- Doctoral Seminar III
- DOC 742R ............................................................ 2 credits
- Doctoral Seminar IV

#### Advanced Inquiry in Curriculum Leadership, 6 total credits

- CUR 731 ............................................................. 3 credits
- Supervision of Curriculum and Instruction
- CUR 732 ............................................................. 3 credits
- Program Evaluation

#### Advanced Research Analysis, 3 total credits

- RES 725 ............................................................. 3 credits

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University of Phoenix, 2016-2017

SCHOOL OF ADVANCED STUDIES

475
Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

**Annual Renewal Residency**

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program. Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

**Seminar II Extension**

DOC 787 ~ .................................................................0 credits

DOC 788 ~ .................................................................1 credit

**Dissertation Extension**

DOC 741A ~ .................................................................3 credits

DOC 741B ~ .................................................................3 credits

DOC 887 ~ .................................................................0 credits

DOC 888 ~ .................................................................1 credit

**Degree Requirements for the EdD/CI**

All applicants are expected to meet the following admissions requirements:

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
- Current or a record of past employment in supervisory or management position is required for admission.

**Additional Admission Requirements for the EdD/CI**

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
- Current or a record of past employment in supervisory or management position is required for admission.
• The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their Chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.
• Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
• Specializations are reflected on the transcript only and will not appear on the diploma.
• The diploma awarded for this program will read as: Doctor of Education.

**Academic Progression Requirements for the EdD/CI**

Students are subject to the following academic progression requirements:

• Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EDS program), research courses (RES prefix), residency courses, and EDS 799.
• Students may have only one incomplete grade on their records at a time.
• Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
• Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
• Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
• Concept review approval prior to enrollment in DOC 741.
• Quality review of dissertation proposal approval prior to enrollment in DOC 742.
• Quality review of proposal approval must be renewed if the final dissertation is not approved within 2 years of the approval date.
• Quality final Institutional review of dissertation during DOC 742.
• Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
• Students who would like to repeat DOC 741R may repeat the course.

**Academic Standing and Minimum Grade Requirements for the EdD/CI**

• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
• Students are required to achieve a minimum grade of “B” in the following course: DOC 700.
• Students are required to achieve a minimum grade of “B-” in the following course: DOC 720R.
• All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of “B-” or better. Students who earn a grade lower than “B-” must repeat the course until the minimum grade requirement is met.
• Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

**Residency Requirements and Course Waivers for the EdD/CI**

Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.

Additionally, students must meet the following residency requirements:

- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.
- If a student’s dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

Students may waive a maximum of 39 credits from their required course of study. In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:

- The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 741R.
DOC 742, LDR 711A
The dissertation may not be waived.

Re-entry for the EdD/CI

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Education in Educational Leadership/ Educational Technology

The following Doctor of Education in Educational Leadership/ Educational Technology (EdD/ET) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/edd-et.

EdD/ET Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 .................................................................1 credit
Developing the Doctoral Identity
LDR 711A ~ .......................................................3 credits
Leadership Theory and Practice

Foundations in Educational Leadership and Technology, 9 total credits

EDD 711 ~ .................................................................3 credits
Social Contexts and Contemporary Issues
CUR 711 ~ .................................................................3 credits
Developmental and Learning Theories
EDT 711 ~ .................................................................3 credits
Educational Technology Research

Research Foundations, 6 total credits

RES 709 ~ .................................................................3 credits
Research Conceptualization and Design
RES 710 ~ .................................................................3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits

RES 720 ~ .................................................................3 credits
Statistical Research Methods and Design II
RES 724 ~ .................................................................3 credits
Qualitative Methods and Design

Techniques and Practices in Educational Technology, 9 total credits

EDT 721 ~ .................................................................3 credits
Instructional Design
EDT 722 ~ .................................................................3 credits
Distance Learning
EDT 723 ~ .................................................................3 credits
Instructional Media and Design Techniques

Doctoral Residencies, 10 total credits

DOO 705R ~ .................................................................3 credits
Creative and Critical Thinking
DOO 720R ~ .................................................................2 credits
Doctoral Seminar I
DOO 733R ~ .................................................................3 credits
Doctoral Seminar III
DOO 734R ~ .................................................................2 credits
Doctoral Seminar IV

Advanced Inquiry in Educational Technology Leadership, 6 total credits

EDT 732 ~ .................................................................3 credits
Integrating Technology and Curriculum
EDT 733 ~ .................................................................3 credits
Technology Leadership

Advanced Research Analysis, 3 total credits

RES 725 ~ .................................................................3 credits
Descriptive and Comparative Data Analysis
RES 726 ~ .................................................................3 credits
Correlational Methods of Analysis
RES 727 ~ .................................................................3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~ .................................................................3 credits
Qualitative Case Study
RES 729 ~ .................................................................3 credits
Ethnomethodology and the Study of Culture
RES 745 ~ .................................................................3 credits
Grounded Theory Methods
RES 746 ~ .................................................................3 credits
Mixed Methods
Dissertation, 9 total credits

DOC 723 ~ .......................................................... 3 credits
Doctoral Seminar II

DOC 741 ~ .......................................................... 3 credits
Doctoral Dissertation

DOC 742 ~ .......................................................... 3 credits
Doctoral Project IV

Annual Renewal Residency

Students may be required to complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Enrollment in DOC 741R is required only when a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 55 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R .......................................................... 2 credits
Annual Renewal Residency

The following courses are not part of the required course of study; however, are available to students as an extension to satisfy the dissertation and project requirements for the doctoral program.

Students have the option to complete the A or A and B courses for either DOC 741 and/or DOC 742 to ensure that all programmatic requirements and approvals have been met.

Seminar II Extension

DOC 787 ~ .......................................................... 0 credits
Concept Continuing Enrollment I

DOC 788 ~ .......................................................... 1 credit
Concept Continuing Enrollment II

Dissertation Extension

DOC 741A ~ .......................................................... 3 credits
Doctoral Dissertation

DOC 741B ~ .......................................................... 3 credits
Doctoral Dissertation

DOC 887 ~ .......................................................... 0 credits
Dissertation Continuing Enrollment I

DOC 888 ~ .......................................................... 1 credit
Dissertation Continuing Enrollment II

DOC 889 ~ .......................................................... 0 credits
Dissertation Continuing Enrollment I

DOC 890 ~ .......................................................... 1 credit
Dissertation Continuing Enrollment II

DOC 891 ~ .......................................................... 0 credits
Dissertation Continuing Enrollment I

DOC 892 ~ .......................................................... 1 credit
Dissertation Continuing Enrollment II

Project Extension

DOC 742A ~ .......................................................... 3 credits
Doctoral Project IV

DOC 742B ~ .......................................................... 3 credits
Doctoral Project IV

DOC 987 ~ .......................................................... 0 credits
Project Continuing Enrollment I

DOC 988 ~ .......................................................... 1 credit
Project Continuing Enrollment II

DOC 989 ~ .......................................................... 0 credits
Project Continuing Enrollment I

DOC 990 ~ .......................................................... 1 credit
Project Continuing Enrollment II

DOC 991 ~ .......................................................... 0 credits
Project Continuing Enrollment I

DOC 992 ~ .......................................................... 1 credit
Project Continuing Enrollment II

Students may be required to complete DOC 741B and DOC 742B until all programmatic requirements and approvals have been met. The University reserves the right to modify the required course of study.

Additional Admission Requirements for the EdD/ET

All applicants are expected to meet the following admissions requirements:

- A graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 for all graduate coursework on the graduate degree posted transcript is required for admission.
- Current or a record of past employment in supervisory or management position is required for admission.

Degree Requirements for the EdD/ET

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.
- The School of Advanced Studies (SAS) will allow Doctoral students, who have satisfied all program requirements with the exception of their dissertation, a one (1) year graduation deadline extension to allow additional time for dissertation completion. Students requesting an extension via SAC appeal must submit a letter from their Chair stating that they have demonstrated satisfactory progress and completion of the dissertation is probable if a one (1) year extension is granted.
- Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
- Specializations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Doctor of Education

Academic Progression Requirements for the EdD/ET

Students are subject to the following academic progression requirements:
- Learners meeting a minimum GPA of 3.5 may concurrently enroll in courses not in the following areas: Year 1 coursework (must successfully complete DOC 720R or 13 credits earned in EdS program), research courses (RES prefix), residency courses, and EDS 799.
- Students may have only one incomplete grade on their records at a time.
- Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students who do not receive written approval of the dissertation precis paper will complete a seminar to work on and improve the precis paper for resubmission and approval.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality review of proposal approval must be renewed if the dissertation is not approved within 2 years of the approval date.
- Quality final Institutional review of dissertation during DOC 742.
- Enrollment in DOC 741R is required only when a student has not completed his or her dissertation within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
- Students who would like to repeat DOC 741R may repeat the course.

**Academic Standing and Minimum Grade Requirements for the EdD/ET**

- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
- Students are required to achieve a minimum grade of "B" in the following course: DOC 700
- Students are required to achieve a minimum grade of "B-" in the following course: DOC 720R
- All credit-bearing courses, with the exception of DOC 700 and courses that are outlined in the syllabus as Pass/Fail, must be completed with a grade of "B-" or better. Students who earn a grade lower than "B-" must repeat the course until the minimum grade requirement is met.
- Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

**Residency Requirements and Course Waivers for the EdD/ET**

Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.

- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.
  - If a student's dissertation has not been completed and approved by the dean within 12 months of achieving candidacy, he or she must attend DOC 741R, a two-credit, three-day weekend residency course. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

Students may waive a maximum of 39 credits from their required course of study. In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:

- The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses may not be waived: DOC 700, DOC 705R, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 741R, DOC 742, LDR 711A

The dissertation may not be waived.

**Re-entry for the EdD/ET**

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Students who have been out of attendance over one year who have not exceeded their program completion deadline who wish to remain in their current program version will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
The University of Phoenix offers Professional Certificate programs to organizations and individuals with professional development or specialized training needs. The programs effectively blend theory and practice, enabling the individual to rapidly become a more effective manager or specialist.

Certificate programs are currently available in several fields: technology, education, call center professional, human resource management, health care, and project management.

A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each College.

### Admission Requirements

All applicants are expected to meet the following admission requirements:

- A completed and signed certificate application and application fee
- Applicants whose native language is not English must have either:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.
- The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:
  - The applicant has successfully completed thirty (30) transferable, academic semester credits at a regionally or nationally accredited college or university in the United States.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
  - The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
  - The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
  - The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
  - Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program.
  - Applicants who reside in the United States must meet one of the following requirements:
    - Be a legal resident of the United States
    - Have been granted permanent residency
    - Have a valid visa that does not prohibit educational studies
    - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
    - Have been granted asylum or refugee status.
  - Applicants who reside in Canada must meet one of the following requirements:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
    - A signed Enrollment/Disclosure Agreement.
    - Completion of any state-specific required documents or forms.
    - Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
    - Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.
• Students are subject to all other University policies and procedures and additional requirements may be applied to specific programs at the discretion of the Dean.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Students attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

• Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students attending a local campus in the states listed below are required to submit health insurance information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

• Full and part-time students enrolled in a college, university or other institution of higher learning in Massachusetts must participate in a school sponsored health insurance plan, or an alternate plan with comparable coverage. All full and part-time students attending a Massachusetts local campus must complete the Student Health Insurance Plan Enrollment/Acknowledgement form indicating either that they have either enrolled in the University’s sponsored plan or that they decline participation in the University sponsored plan as they have comparable health insurance coverage. Students must complete and submit this form prior to enrolling in any class. Students who do not complete the Enrollment/Acknowledgement form each calendar year may not enroll in further courses until the form has been completed and the student has appropriate health insurance coverage.

Students who begin their studies at campuses located in Hawaii are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions & Records.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1956 be immunized for measles-mumps-rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

• Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

• If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.

Exemptions from the MMR and varicella immunization requirements may be granted for the following reasons:

• A medical exemption may be granted to specific vaccines.
  • A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student's life or health, and specify the reason based on valid medical contraindications.
  • The physician must state the length of time during which the vaccine would endanger the student's health or life.
  • The exemption certification must be signed by the physician on the physician's printed stationery.
  • A religious exemption may be granted if the student signs a statement certifying that the student's religious beliefs prohibit the practice of immunization.
Program Length

The established "normal time" to complete a certificate program is specified on the Gainful Employment Program Disclosure for that program. Generally, the "normal time" is as follows: Education - 25 to 75 weeks, Health Professions (FNP certificate) - 138 weeks, Health Professions (general) - 21 to 46 weeks, Humanities & Sciences - 30 weeks, Information Systems & Technology - 30 to 36 weeks, Security & Criminal Justice - 30 weeks, Social Sciences - 24 to 40 weeks, Business - 27 to 36 weeks. The term "normal time" means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated "normal time" for a variety of reasons that are individual to the student.

Certification Programs for School of Business - Undergraduate

Hospitality Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Hospitality Management certificate will prepare students for careers in the hospitality industry. The program emphasizes the development of skills in hospitality leadership and development; service operations management; managing information technology within hospitality; data analysis for decision-making within hospitality, and strategy revenue management. Upon completion of this program students will possess the knowledge and skills needed to become leaders in the hospitality industry.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hpm.

Program Category Requirements and Prerequisites for the CERT/HPM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits

HM 370 ......................................................... 3 credits
Hospitality Management

Hospitality Management Electives, 12 total credits

BIS 303 .......................................................... 3 credits
Managing Information Technology in the Hospitality Industry
ISCOM 386 .................................................. 3 credits
Service Operations Management
MGT 314 ........................................................ 3 credits
Hospitality Entrepreneurship
REV 400 ........................................................ 3 credits
Introduction to Revenue Management
REV 405 ........................................................ 3 credits
Hospitality Pricing and Yield Management
REV 410 ........................................................ 3 credits
Revenue Management Strategy and Implementation
HM 482 ........................................................ 3 credits
Hospitality Analytics for Decision Making
MGT 455 ...................................................... 3 credits
Risk Management in the Hospitality Industry
MKT 444 ...................................................... 3 credits
Hospitality Marketing
Hospitality Decision Analysis Capstone, 3 total credits
HM 475 ...................................................... 3 credits
Hospitality Decision Analysis
HM 476 ...................................................... 3 credits
Hospitality Decision Analysis Applied Capstone

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/HPM

A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School.

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/HPM

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as:

Hospitality Management (Undergraduate)
Residency Requirements and Course Waivers for the CERT/HPM

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course may not be waived: HM 475, HM 476

Applied Capstone Policies

• Students in this program may elect to complete a Hospitality Decision Analysis Applied Capstone course, HM 476, to coincide with a real-world applied capstone location. The applied capstone course is 5 weeks in length and the access to the real-world applied capstone location must be a minimum of 5 weeks in length to coincide with the Hospitality Decision Analysis Applied Capstone course.
• Students must meet the following requirements prior to enrolling in HM 476:
  • Must be in good academic standing. Good academic standing is defined as not on academic probation, academic disqualification, and no student code of conduct violation on their record.
  • Must receive campus Academic Affairs approval for the student’s selected site.
  • Must successfully complete 15 credits in the CERT/HPM program.
• HM 476 is 5 weeks in length. This course requires a minimum of 25 hours, or an average of 5 hours per week at an approved capstone location.

• If access to the applied capstone course is cancelled, terminated, or the student self-terminates from the approved applied capstone course location without campus Academic Affairs approval, the student will be withdrawn from class and will be issued a grade of “F” by their faculty member. Student must take HM 475 Hospitality Decision Analysis. Students will not be permitted to have a second attempt at passing the applied capstone course.
• If the applied capstone is not completed with a passing grade, the student must take HM 475 Hospitality Decision Analysis. Students will not be permitted to have a second attempt at passing the applied capstone course.
• At the discretion of the Campus DAA or designee, outstanding student code of conduct issues may prevent a candidate’s progression to the applied capstone course until the issue is resolved.
• The Student Code of Conduct applies to student behavior and actions that occur at the approved real-world applied capstone location.

Re-entry for the CERT/HPM

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Retail Fundamentals Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate in Retail Fundamentals focuses on skill development in customer service management, sales and marketing, supply management, retail operations, merchandising, and personnel management unique to the retail industry. Upon completion of this certificate, students will possess the industry-aligned knowledge and skills necessary to be successful professionals in the retail industry.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-retf.

Program Category Requirements and Prerequisites for the CERT/RETF
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Introductory Course, 3 total credits**

BRM 216 ~ Introduction to the Retail Industry ................................................................. 3 credits

**Customer Service Management, 3 total credits**

BRM 226 ~ Customer Service Management ................................................................. 3 credits

**Retail Fundamentals Electives, 9 total credits**

BRM 226 ~ Retail Fundamentals ................................................................. 3 credits

BRM 216 ~ Sales, Tools, and Strategies ................................................................. 3 credits

BRM 246 ~ Retail Marketing: Merchandising ................................................................. 3 credits

BRM 256 ~ Retail Personnel Management ................................................................. 3 credits

BRM 266 ~ Retail Operations: Supply Management ................................................................. 3 credits

**Leadership and Supervision Capstone, 3 total credits**

BRM 276 ~ Leadership and Supervision in Retail Capstone ................................................................. 3 credits

BRM 277 ~ Leadership and Supervision in Retail Applied Capstone ................................................................. 3 credits

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/RETF**

A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School. All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

**Certificate Completion Requirements for the CERT/RETF**

- Completion of a minimum of 18 credits.

- A minimum grade point average (GPA) of 2.0.

- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

- The certificate awarded for this program will read as follows: Retail Fundamentals (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/RETF**

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.

- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following courses may not be waived: BRM 216, BRM 226, BRM 276, BRM 277

**Applied Capstone Policies for the CERT/RETF**

- Students in this program may elect to complete a Leadership and Supervision within Retail Applied Capstone course, BRM 277, to coincide with a real-world applied capstone location. The applied capstone course is 5 weeks in length and the access to the real-world applied capstone location must be a minimum of 5 weeks in length to coincide with the Leadership and Supervision in Retail Applied Capstone course.

- Students must meet the following requirements prior to enrolling in BRM 277:

  - Must be in good academic standing. Good academic standing is defined as not on academic probation, academic disqualification, and no student code of conduct violation on their record.

  - Must receive campus Academic Affairs approval for the student’s selected site.

  - BRM 277 is 5 weeks in length. This course require a minimum of 25 hours, or an average of 5 hours per week at an approved location.
If access to the applied capstone course is cancelled, terminated, or the student self-terminates the approved applied capstone course location without campus Academic Affairs approval, the student will be withdrawn from class and will be issued a grade of ‘F’ by their faculty member. Student must take BRM 276 Leadership and Supervision in Retail Capstone. Students will not be permitted to have a second attempt at passing the applied capstone course.

If the applied capstone is not completed with a passing grade, the student must take BRM 276 Leadership and Supervision in Retail Capstone. Students will not be permitted to have a second attempt at passing the applied capstone course.

At the discretion of the Campus DAA or designee, outstanding student code of conduct issues may prevent a candidate’s progression to the applied capstone course experience until the issue is resolved.

The Student Code of Conduct applies to student behavior and actions that occur at the approved real-world applied capstone location.

Re-entry for the CERT/RETF

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Hospitality Fundamentals Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Certificate in Hospitality Fundamentals helps students build a foundation of knowledge in an array of food service, lodging management, and tourism industry settings. The courses emphasize the development of leadership competencies and management practices that are valued in today’s hospitality industry.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hf.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will explain concepts and principles of hospitality service excellence.
- Students will apply concepts and principles of hospitality management to hospitality operations.
- Students will describe key operational functions vital to the hospitality business.
- Students will explain the role quality management plays in building effective teams in the hospitality industry.

Preferred Sequence for the CERT/HF

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HTT 201</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HTT 251</td>
<td>Hospitality Operations</td>
<td>3</td>
</tr>
<tr>
<td>HTT 231</td>
<td>Hospitality Fundamentals Certificate</td>
<td>3</td>
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<tr>
<td>HTT 211</td>
<td>Hospitality Fundamentals Certificate Electives</td>
<td>3</td>
</tr>
<tr>
<td>HTT 221</td>
<td>Hospitality, Travel, and Tourism, Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HTT 241</td>
<td>IT in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>RST 210</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>RST 240</td>
<td>Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>RST 244</td>
<td>Restaurant Personnel Management</td>
<td>3</td>
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</tbody>
</table>

Additional Admission Requirements for the CERT/HF

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

High School Graduation:

- All high school students must have completed all graduation requirements.
- Students must have graduated from an accredited high school or a high school equivalent program as defined by state law.
- Students must have completed all graduation requirements as defined by state law.
- Students must have filed a graduation application with the school and have been granted the diploma.

GED Requirements:

- Students must have earned a passing score on the GED (General Educational Development) test, as defined by state law.
- Students must have earned a passing score on the CHSPE (California High School Proficiency Examination) test, as defined by state law.
- Students must have earned a passing score on the HiSET (High School Equivalency Test) test, as defined by state law.

Transfer Credit:

- Students must have earned a minimum of 24 semester hours of transfer credit.
- Students must have earned a minimum of 24 semester hours of transfer credit with a grade of ‘C’ or better.
- Students must have earned a minimum of 24 semester hours of transfer credit with a grade of ‘C’ or better from an accredited institution.

Program Requirements:

- Students must have completed all program requirements.
- Students must have completed all program requirements with a grade of ‘C’ or better.
- Students must have completed all program requirements with a grade of ‘C’ or better from an accredited institution.

Application Process:

- Students must have submitted a completed application.
- Students must have submitted a completed application by the deadline.
- Students must have submitted a completed application to the enrollment office.
- Students must have submitted a completed application to the enrollment office by the deadline.
Certificate Completion Requirements for the CERT/HF

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
  - Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
  - Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Hospitality Fundamentals (Undergraduate)

Residency Requirements and Course Waivers for the CERT/HF

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course may not be waived: HTT 201, HTT 231, HTT 251

Re-entry for the CERT/HF

With the exception of AAEE, BSLED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Retail Fundamentals Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Retail Fundamentals certificate focuses on skill development in customer service management, sales and marketing, supply management, retail operations, merchandising, and personnel management unique to the retail industry. Upon completion of this certificate, students will possess the industry-aligned knowledge and skills necessary to be successful professionals in the retail industry.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-retf.

Required Course of Study for the CERT/RETF

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 295</td>
<td>Business Communications</td>
<td>3 credits</td>
</tr>
<tr>
<td>BRM 226~</td>
<td>Customer Service Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>BRM 236~</td>
<td>Sales, Tools, and Strategies</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Certificate Electives - Students must choose 3 courses from the following:
BRM 246 ................................................................. 3 credits
Retail Marketing: Merchandising
BRM 256 ................................................................. 3 credits
Retail Personnel Management
BRM 266 ................................................................. 3 credits
Retail Operations: Supply Management

The University reserves the right to modify the required course of study.

General Information for the CERT/RETF
- This certificate program may be taken on its own or may be earned en-route to earning an associates degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding “Certificate Track” associates program.

- Students who completed a certificate in its entirety and who later choose to enroll in an associates program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.

Additional Admission Requirements for the CERT/RETF
- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/RETF
- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as follows: Retail Fundamentals (Undergraduate)

Residency Requirements and Course Waivers for the CERT/RETF
Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/RETF
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Sales Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Sales Management certificate program provides students with the knowledge and skills necessary to build, retain, and manage a highly effective sales force. This certificate emphasizes skill development in the sales process, business-to-business sales strategies and best practices, consumer behavior and customer relationship management, and the role of a sales manager in leading a highly productive sales force. Upon completion of this certificate, students will possess the tools needed to manage sales objectives as they...
Certificate Completion Requirements for the CERT/SMGT

• Applicants must have access to a suitable work environment for the completion of course assignments.
• A minimum grade point average (GPA) of 2.0.
• Completion of a minimum of 18 credits.

High school graduation from an institution that holds state accreditation, college or university, or from an approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

Required Course of Study for the CERT/SMGT

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MKT 421 Marketing ........................................................................ 3 credits
MKT 310 Personal Selling ................................................................ 3 credits
MKT 360 ~ Sales Force Management ........................................... 3 credits

Students must choose 3 of the following:
MGT 317 Critical Skills in Management ........................................ 3 credits
MKT 320 ~ Business-to-Business Sales Management ................... 3 credits
LDR 300 ~ Innovative Leadership ................................................ 3 credits
MKT 435 ~ Consumer Behavior .................................................. 3 credits
MKT 445 ~ Sales, Tools and Strategies .......................................... 3 credits
MKT 468 ~ Customer Relationship Management ........................ 3 credits

Residency Requirements and Course Waivers for the CERT/SMGT

• Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.

Additional Admission Requirements for the CERT/SMGT

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Certificate Completion Requirements for the CERT/SMGT

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

Customer Relationship Management

The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Certificate Completion Requirements for the CERT/SMGT

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as: Sales Management (Undergraduate).

Re-entry for the CERT/SMGT

With the exception of AACE, BS/ED/E, BSLS, LYN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits relate to achieving organizational success.
credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry. Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Supply Chain Management Certificate (Undergraduate)**

The following certificate program may be offered at all University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Supply Chain Management certificate highlights the important role a supply chain plays in organizational performance and efficiency. The program emphasizes the need to develop and maintain a sustainable competitive advantage through the efficient and effective performance of all supply chain activities. Students will be able to examine logistic management processes, determine appropriate purchasing and procurement strategies, identify elements of an effective supply chain information management system, and evaluate lean enterprise processes to improve organizational efficiency.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-scm.

**Required Course of Study for the CERT/SCM**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**ISCOM 370** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Strategic Supply Chain Management

**ISCOM 352** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Logistics Management

**ISCOM 476** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Integrated Supply Chain Applications

Students must choose 3 of the following:

**BIS 375** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Supply Chain Information Management in Online Environments

**ISCOM 361** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Purchasing and Procurement

**ISCOM 424** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
End-to-End Supply Chain Management

**ISCOM 472** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Lean Enterprise

**ISCOM 473** ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~3 credits
Global Sourcing and Procurement

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/SCM**

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

**Certificate Completion Requirements for the CERT/SCM**

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as:

Supply Chain Management (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/SCM**

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course may not be waived: ISCOM 476

**Re-entry for the CERT/SCM**

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Small Business Management and Entrepreneurship Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Small Business and Entrepreneurship certificate provides students with the skills necessary to establish and operate a small business or entrepreneurial enterprise through the successful management of planning, marketing, financial management, and integrated business operations. Upon completion of this program students will be able to examine small business marketing opportunities, identify innovative small business strategies, evaluate financial management decisions, and address the challenges and opportunities specific to small business management and entrepreneurship.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-sbe.

**Required Course of Study for the CERT/SBE**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Small Business and Entrepreneurship Core, 9 total credits**

- MGT 401 ~ ................................................................. 3 credits
- The Small Business: Structure, Planning, Funding
- MKT 431 ~ ................................................................. 3 credits
- Small Business Marketing
- FIN 375 ~ ................................................................. 3 credits
- Financial Management in the Small Business

**Small Business and Entrepreneurship Electives, 6 total credits**

Students must choose 2 of the following courses:

- MGT 418 ~ ................................................................. 3 credits
- Evaluating New Business Opportunities
- HRM 300 ~ ................................................................. 3 credits
- Fundamentals of Human Resource Management
- MKT 440 ~ ................................................................. 3 credits
- Fundamentals of Digital Marketing
- LAW 441 ~ ................................................................. 3 credits
- Business Law for Small Business and Entrepreneurs
- LDR 300 ~ ................................................................. 3 credits
- Innovative Leadership

**Small Business and Entrepreneurship Capstone, 3 total credits**

- MGT 465 ~ ................................................................. 3 credits
- Small Business and Entrepreneurial Planning

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/SBE**

A Credit Bearing Certificate program is one that bears UOPX cred-
Certificate Completion Requirements for the CERT/SBE

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Small Business Management and Entrepreneurship (Undergraduate)

Residency Requirements and Course Waivers for the CERT/SBE

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the University with a high School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

- The activity must have been completed within the past ten (10)
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course may not be waived: MGT 465

Re-entry for the CERT/SBE

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Operations Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Operations Management certificate provides students with a strategic approach to managing performance improvement of all business planning, global sourcing and procurement, production, and logistical activities within an organization’s operations division. Upon completion of this program students will be able to evaluate quality management approaches within operations, examine logistics management strategies, summarize purchasing and procurement decisions, and identify global sourcing opportunities to enhance the efficiency of an organization’s operations management division.

For more information about our graduation rates, the median debt and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ops.

Required Course of Study for the CERT/OPS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

ISCOM 305 ......................................................................................... 3 credits
Systems Operations Management
MGT 420 ................................................................. 3 credits
Managing Quality in the Supply Chain
ISCOM 374 ................................................................. 3 credits
Integrated Logistics Management
Students must choose 3 of the following:
BIS 375 ................................................................. 3 credits
Supply Chain Information Management in Online Environments
ISCOM 361 ................................................................. 3 credits
Purchasing and Procurement
ISCOM 383 ................................................................. 3 credits
Global Value Chain Management
ISCOM 386 ................................................................. 3 credits
Service Operations Management
ISCOM 472 ................................................................. 3 credits
Lean Enterprise

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/OPS
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/OPS
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for this program will read as: Operations Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/OPS
• Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
• The following course may not be waived: ISCOM 374

Re-entry for the CERT/OPS
With the exception of AAEE, BSED/E, BLSL, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.
Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.
Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Marketing Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Marketing certificate addresses how to identify customer needs, how to communicate information about products and services to customers and potential customers, where to market, and how to respond to growing demands in different countries and cultures. The program builds upon the foundational marketing course and allows further study in the areas of consumer behavior, marketing research, public relations, product and brand management, and small business marketing. Marketing managers need creative, analytical, and leadership abilities to manage the marketing function of the business enterprise.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-mkt.

Required Course of Study for the CERT/MKT

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MKT 421 .................................................................3 credits
Marketing
MKT 435 ~ ........................................................................3 credits
Consumer Behavior
MKT 498 ~ ........................................................................3 credits
Integrated Marketing Strategies

Students must choose 3 of the following:

BRM 353 ~ .................................................................3 credits
Product and Brand Management
MKT 411 ~ .................................................................3 credits
Green Marketing
MKT 438 ~ .................................................................3 credits
Public Relations
MKT 441 ~ .................................................................3 credits
Marketing Research
MKT 444 ~ .................................................................3 credits
Hospitality Marketing

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/MKT

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/MKT

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read: Marketing (Undergraduate)

Residency Requirements and Course Waivers for the CERT/MKT

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Online classroom at Online rates if the program is available via the states. Students may want to consider completing certain courses in the availability of programs and concentrations depend on student demand.

Phoenix campus locations: Online, depending on state of residence. The following certificate program may be offered at these University of (Undergraduate)

Human Resource Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Human Resource Management certificate prepares students to develop an understanding of the fundamentals of human resource management and its strategic relevance in business. The program addresses the legal and ethical components of the decision making process involved in the human resources environment. Students will also develop an understanding of the critical business implications for human resource professionals today and in the future. HR practitioners and managers must be equipped with a solid understanding of the fundamentals of human resource management, along with strong skills in the areas of systems thinking, problem solving, influencing, negotiating, communications, and leadership. This program is consistent with generally accepted human resource management principles, including the professional certification knowledge areas.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hrm.

Required Course of Study for the CERT/HRM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HRM 300 .................................................................................. 3 credits
Fundamentals of Human Resource Management
MGT 434 ~ .............................................................................. 3 credits
Employment Law
HRM 324 ~ .............................................................................. 3 credits
Total Compensation
HRM 420 ~ .............................................................................. 3 credits
Human Resource Risk Management
HRM 326 ~ .............................................................................. 3 credits
Employee Development
HRM 498 ~ .............................................................................. 3 credits
Strategic Human Resource Management and Emerging Issues

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/HRM

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body; GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/HRM

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for this program will read as: Human Resource Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/HRM
• Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘C’ (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  • Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses from their required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
• The following course may not be waived: HRM 498

Re-entry for the CERT/HRM
With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.
Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.
Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

General Management Certificate (Undergraduate)
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Management certificate emphasizes managing human and fiscal resources within the structure, culture, and missions of any organization. The program provides students with the opportunity to examine the areas of innovation in business, human resource management, change management, organizational negotiations, and strategic management. Students will integrate advanced topics in management through real-world business application.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-mgt.

Required Course of Study for the CERT/MGT
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).
MGT 312 ................................................................. 3 credits
Organizational Behavior for Managers
MGT 498 ~ ............................................................. 3 credits
Strategic Management
Students must choose 4 of the following:
ACC 400 ~ ............................................................. 3 credits
Accounting for Decision Making
BRM 353 ~ ............................................................. 3 credits
Product and Brand Management
CPMGT 300 ~ ....................................................... 3 credits
Project Management
A minimum grade point average (GPA) of 2.0.

Completion of a minimum of 18 credits.

Certificate Completion Requirements for the CERT/MGT

Applicants must have access to a suitable work environment for study.

Additional Admission Requirements for the CERT/MGT

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

- The certificate awarded for this program will read as: General Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/MGT

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

- Students in this program may waive a maximum of 3 credits from their required course of study.

- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten years (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.

- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

- Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

- The following course may not be waived: MGT 498

Re-entry for the CERT/MGT

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits
from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Project Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Project Management certificate focuses on the professional success of its students. It emphasizes real-world application with assignments designed to apply the newfound skills and knowledge to the workplace. Practical study materials, team activities, and presentations to the class foster teamwork, critical thinking, self-confidence, and application of project technical and leadership skills on a real-time basis. This program is consistent with generally accepted project management principles, including the project management processes and knowledge areas that lead to professional certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert.pm

Required Course of Study for the CERT/PM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Project Management Core, 12 total credits

CPMGT 300 ~ ..........................3 credits Project Management
CPMGT 301 ~ ..........................3 credits Strategic Portfolio and Project Management

CPMGT 302 ~ ..........................3 credits Procurement and Risk Management
CPMGT 303 ~ ..........................3 credits Project Estimating and Control Techniques

Project Management Electives, 3 total credits

Students must choose one of the following courses:

CPMGT 304 ~ ..........................3 credits Leading Projects in Organizations
CPMGT 310 ~ ..........................3 credits Project Management Methodologies
CPMGT 311 ~ ..........................3 credits Agile Project Management with Scrum Methodology
CPMGT 312 ~ ..........................3 credits Program Management
MGT 445 ~ ..........................3 credits Organizational Negotiations

Project Management Capstone, 3 total credits

CPMGT 305 ~ ..........................3 credits Project Management Capstone

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/PM

A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School. All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited by or candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the GED examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score. Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement of 2.0.

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited by or candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score. A college transcript which documents high school graduation or equivalency may be submitted to satisfy this requirement.

• Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/PM

• Completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 2.0.

• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as: Project Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/PM

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PM

• Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables and have successfully completed equivalent courses at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Re-entry students whose program version is not the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
  • Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Business Administration Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Business Administration certificate is designed for students who want to expand their quantitative skills and deal effectively with an increasingly complex business environment. This program examines the areas of operations management, project management, information systems, accounting, finance, and strategic business decision making.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-badm.

Required Course of Study for the CERT/BADM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). BIS 320 ............................................................................................................. 3 credits
Business Information Systems
CPMGT 300 ............................................................................................................. 3 credits
Project Management
ACC 400 ~ ............................................................................................................. 3 credits
Accounting for Decision Making
ISCOM 305 ~ ............................................................................................................. 3 credits
Systems Operations Management
FIN 419 ~ ............................................................................................................. 3 credits
Finance for Decision Making
MGT 448 ~ ............................................................................................................. 3 credits
Global Business Strategies

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/BADM

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/BADM

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
**Residency Requirements and Course Waivers for the CERT/BADM**

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  - Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
- The following course may not be waived: MGT 448

**Re-entry for the CERT/BADM**

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Bookkeeping Fundamentals Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Bookkeeping Fundamentals Certificate focuses on the role of accounting in business and management. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-bkpn.

**Required Courses for Study for the CERT/BKPN**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 220</td>
<td>Introduction to Computer Applications and Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>QNT 275</td>
<td>Statistics for Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>BCOM 230</td>
<td>Business Communication for Accountants</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 290</td>
<td>Principles of Accounting I</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
**Additional Admission Requirements for the CERT/BKPN**

Applicants must be at least 16 years of age at the time of application.

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Demonstration of basic skills proficiency in mathematics.
  - Students have the following options to satisfy this requirement:
    - Students must pass the Praxis I or Praxis Core exam at the cut score determined by the School of Business (Math - 170).
    - Students must pass the SAT at the cut scores determined by the national benchmark (Mathematics - 480).
    - Students must pass the ACT at the cut scores determined by the national benchmark (Mathematics - 20).
- Transfer credit may be used by students who have achieved a C- or better in a college algebra or comparable course of at least 2.67 semester credits completed at a regionally accredited institution. Transfer courses used to fulfill this requirement must be eligible to receive general education credit.
- Achieve a passing score on an approved mathematics related National Testing Program. Current Approved National Testing Programs are:
  - **CLEP® Examination**
    - College Mathematics
    - College Algebra
    - Precalculus
    - Calculus
  - **DANTES Examination**
    - Principles of Statistics
    - Business Mathematics
  - **Advanced Placement Examination**
    - Calculus AB
    - Calculus BC
    - Statistics
  - Successful completion (passing grade) of University of Phoenix mathematics course MAT 116, equivalent or higher.
  - Achieve minimum passing score on a UOPX approved placement exam.
- Achieve a passing score on the School of Business math readiness exam. (MyMathTest Assessment - 70%)
- Students who have previously completed a nationally or regionally accredited two year Associate degree or higher will be considered to have demonstrated the basic skills math proficiency.

**Certificate Completion Requirements for the CERT/BKPN**

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Bookkeeping Fundamentals (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/BKPN**

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

**Re-entry for the CERT/BKPN**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state.
Digital Marketing Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

With the emergence of social media, businesses are recognizing the need to enhance their marketing mix by connecting through digital channels. The digital marketing certificate emphasizes an understanding of digital marketing, social media, Internet marketing, consumer behavior, web analytics, search engine optimization, and advertising and creativity strategy. Upon completion of this certificate students will possess the knowledge and skills necessary to identify demand for products and services and digital marketing strategies.

For more information about our graduation rates, the median debt strategies.

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Required Course of Study for the CERT/DMKT

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MKT 421 ~.................................................................3 credits
Marketing
MKT 440 ~.................................................................3 credits
Fundamentals of Digital Marketing
MKT 498 ~.................................................................3 credits
Integrated Marketing Strategies
Students must choose 3 of the following:
MKT 435 ~.................................................................3 credits
Consumer Behavior
MKT 443 ~.................................................................3 credits
Social Media Marketing
MKT 446 ~.................................................................3 credits
Search Engine Optimization
MKT 447 ~.................................................................3 credits
Advertising and Creativity Strategy
MKT 448 ~.................................................................3 credits
Web Analytics for Digital Marketing
MKT 455 ~.................................................................3 credits
Internet Marketing
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/DMKT

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/DMKT

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Digital Marketing (Undergraduate)

Residency Requirements and Course Waivers for the CERT/DMKT

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix. 
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
• The following course may not be waived: MKT 498

Re-entry for the CERT/DMKT
With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Financial Planning Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Finance Planning certificate emphasizes fundamental and advanced financial planning concepts, theories, and practices to promote well-informed personal financial decision making. Upon completion of this program, students will be able to examine the areas of personal finance planning, investment analysis and portfolio management, retirement and benefit planning, and insurance planning. Students will integrate advanced topics in financial planning through practical application.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-finp.

Required Course of Study for the CERT/FINP
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

FIN 370 ........................................................................................................ 3 credits
Finance for Business
FIN 420 ~ .......................................................................................... 3 credits
Personal Financial Planning
FIN 486 ~ .......................................................................................... 3 credits
Strategic Financial Management

Students must choose 3 of the following:

FIN 366 ~ .......................................................................................... 3 credits
Financial Institutions
FIN 402 ~ .......................................................................................... 3 credits
Investment Fundamentals and Portfolio Management
FIN 467 ~ .......................................................................................... 3 credits
Real Estate Investment
FIN 422 ~ .......................................................................................... 3 credits
Retirement and Benefit Planning
FIN 428 ~ .......................................................................................... 3 credits
Insurance for Financial Planning

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/FINP
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/FINP
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as: Financial Planning (Undergraduate)

Residency Requirements and Course Waivers for the CERT/FINP

• Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

• Students in this program may waive a maximum of 3 credits from their required course of study.

• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘C’ (2.0) or better or comparable passing benchmark for nontraditional credits.
  
  • The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  
  • Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  
  • Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

• The following course may not be waived: FIN 486

Re-entry for the CERT/FINP

With the exception of AAE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
CERTIFICATE PROGRAMS FOR SCHOOL OF BUSINESS - GRADUATE

Graduate Human Resource Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Graduate Human Resource Management Certificate Program addresses issues which the human resource professional faces daily, from legal matters to staff recruitment and development. This program is designed for those who have functional responsibility to carry out the duties of an organization’s human resource department; seasoned human resource staff members wishing to keep current; newcomers to the field requiring new knowledge and skills; and specialists wanting to broaden their knowledge. Major topic areas covered include the role of human resources, employment practices, employee and labor relations, compensation, benefits, safety and health, and employee development. Participants acquire knowledge and skills that are essential in addressing the challenges of the human resource profession.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/g-hrm.

CERT/G-HRM Preferred Course Sequence

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation

HRM 531 ......................................................... 3 credits
Human Capital Management
HRM 595 ~................................................. 3 credits
Human Resource Capstone Course

G-HRM Electives

Students must choose three of the following:

HRM 546 ............................................................... 3 credits
Human Resource Law
HRM 548 ............................................................... 3 credits
Recruitment and Retention Practices
HRM 552 ~......................................................... 3 credits
Organizational Training and Development
HRM 558 ~......................................................... 3 credits
Research in Human Resource Management

The University reserves the right to modify the required course of study.

General Information for the CERT/G-HRM

- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the CERT/G-HRM

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Certificate Completion Requirements for the CERT/G-HRM

- Completion of a minimum of 15 credits.
- A minimum grade point average (GPA) of 3.0.

Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.

Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as: Graduate Human Resource Management

Residency Requirements and Course Waivers for the CERT/G-HRM

- Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.

The following course in the Required Course of Study may not be waived: HRM 595

Re-entry for the CERT/G-HRM

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Accounting Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Students in the Graduate Accounting Certificate will develop an understanding of accounting concepts and applications. Students will also become competent in the use of appropriate analytical tools and technologies. They will be sensitive to legal, ethical, and social values in the conduct and communication of accounting practice and decisions. In addition, students will have an understanding of a portion of the topics required in preparation for the CPA exam: Audit & Attestation, Financial Accounting & Reporting, Regulation, and Business Environment & Concepts. The Graduate Accounting Certificate is designed for students who want to enhance their accounting management skills, enter the accounting profession, or complete additional coursework required for the CPA exam. While completing this program, students who may be planning to take the CPA exam will utilize CPA Test Preparation software in conjunction with their course work.

Note: Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify within the student's specific jurisdiction. Potential applicants should check with the appropriate organization within their jurisdiction to determine if this program, combined with their undergraduate degree and any other specific criteria, meets the requirements to qualify for examination in that specific jurisdiction. States frequently change their requirements for examination. There is no assurance that at the time of degree completion the specific jurisdiction's requirements will be consistent with the requirements at the time of admission.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/g-acc.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Business graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will differentiate key accounting principles in the organization, process and interpretation of data to make informed decisions.
- Students will synthesize pertinent information free from distortions, personal bias and conflicts of interest to support ethical, legal and professional standards.
- Students will evaluate decision-making options necessary to form appropriate conclusions to advance organizational goals.
- Students will apply key accounting concepts to solve critical business issues in the following domains of the MSA program:
  - Auditing and attestation
  - Financial accounting and reporting
  - Professional responsibilities and business law
  - Federal taxation
  - Business environment and concepts

Preferred Sequence for the CERT/G-ACC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Foundational Coursework**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 561</td>
<td>Accounting</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 541</td>
<td>Accounting Theory &amp; Research</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Graduate Accounting Certificate Electives (Choose 3):**

- **Accounting Information Systems**
- **Managerial Accounting & Legal Aspects of Business**
- **Internal Control Systems**
- **Financial Reporting**
- **Auditing**
- **Taxation**
- **Not-for-Profit & Government Accounting**
- **Forensic Accounting**
- **ETH 557**

The University reserves the right to modify the required course of study.
General Information for the CERT/G-ACC
• This certificate program may be taken on its own or may be earned en-route to earning a graduate degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding "Certificate Track" graduate program.
• Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the CERT/G-ACC
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• Applicants must have access to a suitable work environment for the completion of course assignments.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Certificate Completion Requirements for the CERT/G-ACC
• Completion of a minimum of 15 credits.
• A minimum grade point average (GPA) of 3.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

Residency Requirements and Course Waivers/Competency for the CERT/G-ACC
Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.
Students in this program may waive a maximum of 3 credits from their required course of study.
In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a "B" (3.0) or better; and

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following course in the Required Course of Study may not be waived: ACC 541

Re-entry for the CERT/G-ACC
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Marketing Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Students in the Marketing Certificate program will develop an understanding of marketing concepts and applications. Students will develop and communicate innovative approaches to stakeholders in a socially responsible manner and will be well positioned for several professionally recognized marketing certification exams. The Marketing Certificate is designed for students who want to enhance their marketing skills, enter the marketing profession, or complete additional coursework required for several professionally recognized marketing certification exams.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/g-mkt.

Preferred Sequence for the CERT/G-MKT
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundational Coursework
MKT 571................................................................. 3 credits
Marketing
MKT 593 ~ ................................................................. 3 credits
Product Design and Development

Graduate Marketing Certificate Electives (Choose 3):
MKT 544 ~ ................................................................. 3 credits
Integrated Marketing Communications
the CERT/G-MKT

Residency Requirements and Course Waivers/Competency for

• The certificate awarded for this program will read as:

University of Phoenix, 2016-2017

• A minimum grade point average (GPA) of 3.0.

Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate course). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following course in the Required Course of Study may not be waived: MKT 593

Re-entry for the CERT/G-MKT

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate CPA Bridge Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Students in the Graduate CPA Bridge Certificate will develop an understanding of the topics required in preparation for the CPA exam: Audit & Attestation, Financial Accounting & Reporting, Regulation, and Business Environment & Concepts. The Graduate CPA Bridge Certificate is designed for students who want to enhance their accounting management skills, enter the accounting profession, or complete additional coursework required for licensure while also preparing for the CPA exam. While completing this program, students who may be planning to take the CPA exam will utilize CPA Exam Preparation software in conjunction with their course work.

Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this certificate program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify
within the student’s specific jurisdiction. Potential applicants should check with the appropriate organization within their jurisdiction to determine if this certificate program, combined with their undergraduate degree and any other specific criteria, meets the requirements to qualify for examination in that specific jurisdiction. States frequently change their requirements for examination. There is no assurance that at the time of study the specific jurisdiction’s requirements will be consistent with the requirements at the time of admission.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-g-cpa.

Preferred Sequence for the CERT/G-CPA
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

ACC 543 ~................................................................................ 3 credits
Managerial Accounting & Legal Aspects of Business
ACC 545 ~................................................................................ 3 credits
Financial Reporting
ACC 546 ~................................................................................ 3 credits
Auditing
ACC 547 ~................................................................................ 3 credits
Taxation
ACC 548 ~................................................................................ 3 credits
Not-for-Profit & Government Accounting
ETH 557 ~................................................................................ 3 credits
Accounting Ethics

The University reserves the right to modify the required course of study.

General Information for the CERT/G-CPA
- The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the CERT/G-CPA
All applicants are expected to meet the following admissions requirements:
- Signed Certificate Application.
- An undergraduate degree, or higher, in business with at least nine (9) credits in accounting or an undergraduate degree in any field with at least 18 credit hours in accounting, from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Certificate Completion Requirements for the CERT/G-CPA
- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 3.0.
- Students who complete the Graduate CPA Bridge Certificate and wish to enroll in the MBA 022 program can apply courses towards the MBA 022 program requirement.

Residency Requirements and Course Waivers/Competency for the CERT/G-CPA
Completion of a minimum of 15 credit of the required course of study to meet University residency requirements.

Note: Graduates from the Master of Business Administration Concentration in Accounting (MBA/ACC) program who enroll in the CERT/G-CPA must complete a minimum of six unique credits to meet residency.

Students in this program may waive a maximum of 3 credits from their required course of study. In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a “B” (3.0) or better; and
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-CPA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.
Graduate Project Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Students in the Graduate Project Management Certificate program will develop an understanding of project management concepts, applications, and the five processes that define project management. Students will collaboratively create an organizational project plan using Microsoft Project® software. The concentration is based on standards as tested by the Project Management Professional (PMP) certification examination. The Graduate Project Management Certificate program is designed for students who want to enhance their project management skills, become project managers, or complete additional coursework in preparation for Project Management Professional (PMP) certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/G-PM.

Required Course of Study for the G-PM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MGT 521 ...................................................................................3 credits
PM 571 ~...................................................................................3 credits
Project Management
PM 582 ~...................................................................................3 credits
Project Leadership
PM 584 ~...................................................................................3 credits
Project Risk Management
PM 586 ~...................................................................................3 credits
Project Quality Management
PM 598 ~...................................................................................3 credits
Project Management Capstone

The University reserves the right to modify the required course of study.

General Information for the G-PM

The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.

Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the G-PM

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Certificate Completion Requirements for the G-PM

Credit Bearing Certificate completion requirements are the following:

- Completion of a minimum of 18 credits.
- All students must meet residency requirements.
- A minimum grade point average (GPA) of 3.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as:

Graduate Project Management

Residency Requirements and Course Waivers for the G-PM

Completion of a minimum of 12 credits of the required course of study to meet University residency requirements.

Students in this program may waive a maximum of 6 credits from their required course of study.

Students who have completed graduate University of Phoenix coursework that meets the requirements for this certificate, may apply credits earned. However, students must still meet program residency requirements.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their
Communication and Technology Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Communication and Technology is an interdisciplinary certificate for students interested in combining practical information technology skills with communication theory. Students in the certificate will analyze the evolution of technology and how these advancements have affected how we communicate. They will also learn skills in cutting edge technology, web and multimedia design, and how to deliver information electronically by using creative and innovative approaches.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ctl.

Required Course of Study for the CERT/CTL

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BSCOM 330 ................................................................. 3 credits
Computer Mediated Communication
BSCOM 435 ................................................................. 3 credits
Creativity and Communication
VCT 300 ................................................................. 3 credits
Image Editing
VCT 305 ................................................................. 3 credits
Digital Design
VCT 320 ................................................................. 3 credits
Electronic Publishing
VCT 420 ~ ................................................................. 3 credits
Multimedia Development

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/CTL

A Credit Bearin Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School.

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSST examination with a passing score.
- Tennessee: Students attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/CTL

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as: Communication and Technology (Undergraduate)

Residency Requirements and Course Waivers for the CERT/CTL

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:

Re-entry for the G-PM

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/CTL
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Environmental Sustainability Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate provides an overview of sustainable practices and applications from the environmental science perspective. Current and historical environmental issues are evaluated by examining the impact these issues have on society and the environment. Sustainable practices are analyzed to determine the relevant course of action for environmental management. This certificate program is comprised of five categories: energy, business, agriculture, architecture and green materials, and sustainable ecosystems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/sus.

Required Course of Study for the SUS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

SUS 300 ~ .................................................................................3 credits Environmental Sustainability
ENV 340 ~ .................................................................................3 credits Energy and the Environment
SUS 330 ~ .................................................................................3 credits Introduction to Sustainable Agriculture
SUS 310 ~ .................................................................................3 credits Industrial Ecology
SUS 350 ~ .................................................................................3 credits Green Building and Urban Planning
SUS 380 ~ .................................................................................3 credits Sustainable Ecosystems
SUS 385 ~ .................................................................................3 credits Sustainable Planning and Land Use

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the SUS

All applicants are expected to meet the following admissions requirements:
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must be currently employed or have access to a work environment.

Certificate Completion Requirements for the SUS
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• All students must complete the minimum number of credits required by their certificate program.
• The certificate awarded will read: Environmental Sustainability

Residency Requirements and Course Waivers for the SUS

Students must meet established University residency requirement for degree conferral. The University requires that the majority of
coursework, 18 credits in the Required Course of Study, must be completed at University of Phoenix.

Students enrolled in this certificate program may not waive any courses within the Required Course of Study.

Re-entry for the SUS

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Cultural Studies and Communications Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Cultural Studies and Communication certificate explores how culture informs and shapes communication and how communication creates, modifies, and challenges culture. Through theory, analysis and practice in understanding culture, students will analyze its impact on communication. There is also an emphasis on exploring how various interdisciplinary areas can combine with the use of cultural awareness and multicultural sensitivity to improve communication skills.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-csc.

Required Course of Study for the CERT/CSC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSC 390</td>
<td>Culture and Communication</td>
<td>3 credits</td>
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<tr>
<td>CSC 391</td>
<td>Geography, Culture and Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSC 392</td>
<td>Ethnic and Cultural Diversity</td>
<td>3 credits</td>
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<td>CSC 475</td>
<td>Contemporary Communication in a Diverse Society</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSC 476</td>
<td>Race and Class in the Media</td>
<td>3 credits</td>
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</table>

Additional Admission Requirements for the CERT/CSC

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/CSC

- Completions of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Cultural Studies and Communication (Undergraduate)

Residency Requirements and Course Waivers for the CERT/CSC

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of
coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/CSC

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Leadership Communication in Organizations Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Leadership Communication in Organizations certificate proves the premise that communication is the essence of effective leadership. The complexities of relationships and the competitive nature of business demand leaders with highly polished interpersonal, intercultural, and organizational skills. This certificate provides the practical and theoretical knowledge needed to provide innovative leadership in corporate settings, the military, non-profit, government, politics, or within the global community.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-lco.

Required Course of Study for the CERT/LCO

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

LCO 360 ......................................................................................................................... 3 credits
Leadership Communication
LCO 336 ~ ............................................................................................................... 3 credits
Organizational Communication Theory
LCO 372 .................................................................................................................... 3 credits
Leadership Communication Ethics
LCO 348 ~ ............................................................................................................... 3 credits
Advanced Group Communication and Leadership
LCO 465 .................................................................................................................... 3 credits
Conflict Management
LCO 480 .................................................................................................................... 3 credits
Social Media and the Organization

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/LCO

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/LCO

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
The certificate awarded for this program will read as:

Leadership Communication in Organizations (Undergraduate)

Residency Requirements and Course Waivers for the CERT/LCO

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry for the CERT/LCO

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Marketing and Sales Communication Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate in Marketing and Sales Communications focuses on the science of humanistic interaction in marketing and sales. Emphasis is placed on understanding the psychology of behavior, and the impact that it has on marketing communication tools and strategies. The ethical responsibility associated with customer management is also emphasized throughout the program.

For more information about our graduation rates, the median debt and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ms.

Required Course of Study for the CERT/MS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). Courses requiring prerequisites are listed in the Course Guide section of the catalog (page B-1).

Marketing Communications

Marketing Communications

BSCOM 384 ................................................................. 3 credits

Public Relations and Message Management

Advertising and the Media

PSY 322 ................................................................. 3 credits

BSCOM 300 ................................................................. 3 credits

BSCOM 385 ~ ................................................................. 3 credits

PSY 336 ................................................................. 3 credits

Marketing Communications

BSCOM 470 ~ ................................................................. 3 credits

Marketing and Sales Message Management

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/MS

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending local campuses in Tennessee, including any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
Certificate Completion Requirements for the CERT/MS
- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
  - Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
  - Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as:
  - Marketing and Sales Communication (Undergraduate)

Residency Requirements and Course Waivers for the CERT/MS
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent coursework according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/MS
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Additional Admission Requirements for the CERT/JRN
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

Journalism Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The journalism certificate focuses on the contemporary initiatives and multi-tiered technology of today’s field of journalism. The curriculum emphasizes a variety of communication techniques, to include writing and reporting, that assist in understanding the ways individuals and organizations share and publish information. The awareness of ethical and social responsibility associated with the modern media landscape is emphasized throughout the program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-jrn.

Required Course of Study for the CERT/JRN
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRN 310</td>
<td>Introduction to Journalism</td>
<td>3 credits</td>
</tr>
<tr>
<td>JRN 320</td>
<td>Research for Journalism</td>
<td>3 credits</td>
</tr>
<tr>
<td>JRN 330 ~</td>
<td>Journalistic Writing I</td>
<td>3 credits</td>
</tr>
<tr>
<td>JRN 340 ~</td>
<td>Journalistic Writing II</td>
<td>3 credits</td>
</tr>
<tr>
<td>JRN 350 ~</td>
<td>Controversial Issues in Journalism</td>
<td>3 credits</td>
</tr>
<tr>
<td>JRN 360 ~</td>
<td>Storytelling: A Multimedia Approach</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

For more information, please contact the Admissions and Evaluation office.
Human Services Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depends on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The undergraduate Certificate Program in Social Services Management is comprised of 4 fundamental courses that provide a foundation for the more specialized courses in management within the social services arena and an additional 4 courses focused on organizational management and grant writing. Students will learn the components of indirect services associated with systematic delivery of direct social services, and to employ management practices to inspect, distinguish, and measure the important attributes of program management and supervision. Concepts of strategic planning, organizing and leading are examined to link these basic principles to create a healthy and thriving workplace environment. Resources and tools to secure funding for state, federal and private human services programs and agencies are examined. Students will be introduced to the processes, obstacles and costs associated to grant writing and program design.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hsm

Program Purpose

The Human Services Management Certificate is a certificate program that provides a general foundation of human services management theory and practice. This program does not prepare students for any type of professional certification or licensure as a counselor, social worker or...
mental health provider.

Required Course of Study for the CERT/HSM
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BHS 305 ................................................................. 3 credits
Historical Development of Human Services: An Introduction
BHS 325 ................................................................. 3 credits
Human Systems and Development
BHS 335 .................................................................. 3 credits
Ethics and Values for Human Service Professionals
BHS 345 ................................................................. 3 credits
Diversity and Special Populations
BHS 425 ................................................................. 3 credits
Administration & Management of Human Service Programs
BHS 426 ................................................................. 3 credits
Human Services Management: Theory & Practice
BHS 427 .................................................................. 3 credits
Critical Thinking Skills in Management Decision-Making
BHS 428 .................................................................. 3 credits
Human Services Program Design and Proposal Writing

The University reserves the right to modify the required course of study.

General Information for the CERT/HSM
This certificate program may be taken on its own or may be earned en-route to earning a bachelor's degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding "Certificate Track" bachelor's program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelor's program will only be placed into the bachelor's program as a sophomore. Students earning the certificate en-route will only be placed into the corresponding "Certificate Track" bachelor's program.

The certificate awarded for this program will read as:
Human Services Management

Residency Requirements and Course Waivers for the CERT/HSM
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study in order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited institution.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• All students must complete the minimum number of credits required by their certificate program.
• The certificate awarded for this program will read as:
Human Services Management

Certificate Completion Requirements for the CERT/HSM
• Completion of a minimum of 24 credits.
• A minimum grade point average (GPA) of 2.0.
• Completion of a minimum of 24 credits.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• All students must complete the minimum number of credits required by their certificate program.
• The certificate awarded for this program will read as:
Human Services Management

Experiential Learning (essay) credit is not eligible to waive courses included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
The following courses may not be waived: BSHS 305, BSHS 325, BSHS 335, BSHS 345.

**Re-entry for the CERT/HSM**

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Gerontology Certificate**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The undergraduate Certificate Program in Human Services Gerontology is comprised of 4 fundamental courses that provide a foundation for more specialized courses within this human services area, and an additional 4 courses focused on the biology of aging and the pathology of memory, disengagement theory, mental health issues such as depression, suicide, and the psychology of aging, the aging family and changes in family structure, intra- and inter-generational relationships across various societies, and healthful aging ideology. Students will demonstrate understanding of patient and caregiver needs and roles in late life care with topics that include: practical care assistance and early preparation, referral for financial and legal assistance, comfort and dignity issues, respite care, grief support, focusing on client values and concerns, and addressing family conflict.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ger.

**Program Purpose**

The Gerontology Certificate is a certificate program that provides a foundation of knowledge in the field of gerontology. This program does not prepare students for any type of professional certification or licensure as a counselor or mental health provider.

**Required Course of Study for the CERT/GER**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSHS 305</td>
<td>Human Systems and Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 325</td>
<td>Historical Development of Human Services: An Introduction</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 335</td>
<td>Ethics and Values for Human Service Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 345</td>
<td>Diversity and Special Populations</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 435</td>
<td>Research and Statistics in Human Services</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 437</td>
<td>Social Systems and Aging</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 438</td>
<td>Care for Aging Populations</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSHS 439</td>
<td>Grief, Loss and End of Life Issues</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

**General Information for the CERT/GER**

This certificate program may be taken on its own or may be earned en-route to earning a bachelors degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding “Certificate Track” bachelors program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelors program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

**Additional Admission Requirements for the CERT/GER**

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must have completed and earned 24 or more previous college credits, as verified by the university on the student’s official transcripts.
• Applicants must demonstrate competency in College Writing. Students have the following options to satisfy this requirement:
  • Successful completion (passing grade) of University of Phoenix course COMM 215, equivalent or higher.
  • Transfer credit may be used by students who have achieved a C- or better in a college writing or comparable course of at least 2.67 semester credits completed at a regionally or approved nationally accredited institution. Transfer courses used to fulfill this requirement must be eligible to receive general education credit.
  • Achieve a passing score on the College Composition CLEP® exam.
  • Achieve minimum passing score on a UOPX approved placement exam.
• Students earning this certificate en-route will only be placed in the First-Year Sequence upon re-entry.
• Achieve a passing score on the College Mathematics CLEP® exam.
• Achieve minimum passing score on a UOPX approved placement exam.
• Applicants must demonstrate competency in College Mathematics. Students have the following options to satisfy this requirement:
  • Successful completion (passing grade) of University of Phoenix mathematics course MTH 209, equivalent or higher.
  • Transfer credit may be used by students who have achieved a C- or better in a college mathematics or comparable course of at least 2.67 semester credits completed at a regionally or approved nationally accredited institution. Transfer courses used to fulfill this requirement must be eligible to receive general education credit.
  • Achieve a passing score on the College Mathematics CLEP® exam.
  • Achieve minimum passing score on a UOPX approved placement exam.

Certificate Completion Requirements for the CERT/GER
• Completion of a minimum of 24 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• All students must complete the minimum number of credits required by their certificate program.
• The certificate awarded for this program will read as: Gerontology

Residency Requirements and Course Waivers for the CERT/GER
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following courses may not be waived: BSHS 305, BSHS 325, BSHS 335, BSHS 345

Re-entry for the CERT/GER
With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without
Family and Child Services Certificate

The undergraduate Certificate Program in Human Services Family and Child Services is comprised of 4 fundamental courses that provide a foundation for more specialized courses within this human services area, and an additional 4 courses focused on developing competence in professional skills such as case management, client intake and interviewing, and basic group and individual counseling techniques. Students will examine theories involving the interconnected and interdependent features of contemporary families in a range of social systems, and will demonstrate an understanding of assessment strategies, consequences and contributing factors of family violence across socio-economic strata and the full range of diverse populations experiencing family violence. Students will demonstrate knowledge and understanding of reporting requirements, treatment interventions, repressed memory controversy, working within the criminal justice system and the tenets of the Children’s Justice Act addressing investigation, prosecution and judicial handling of abuse and neglect cases.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-fcs.

Program Purpose
The Family and Child Services Certificate is a certificate program that provides a foundation and overview of theory and practice in the field of family and child services. This program does not prepare students for any type of professional certification or licensure as a counselor or mental health provider.

Required Course of Study for the CERT/FCS
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BSHS 305 ~ .............................................................................. 3 credits
BSHS 325 ~ .............................................................................. 3 credits
BSHS 335 ~ .............................................................................. 3 credits
BSHS 345 ~ .............................................................................. 3 credits
BSHS 405 ~ .............................................................................. 3 credits
BSHS 406 ~ .............................................................................. 3 credits
BSHS 407 ~ .............................................................................. 3 credits
BSHS 408 ~ .............................................................................. 3 credits

Intervention, Direct Service Delivery & Case Management
Family and Social Systems: Contemporary Trends and Issues
Family Violence Across the Lifespan: A Multi-Strata Problem
Childhood Abuse and Neglect

The University reserves the right to modify the required course of study.

General Information for the CERT/FCS
This certificate program may be taken on its own or may be earned en-route to earning a bachelor degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding "Certificate Track" bachelor's program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelor's program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the CERT/FCS
All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Applicants must have completed and earned 24 or more previous college credits, as verified by the university on the student's official transcripts.
• Applicants must demonstrate competency in College Writing. Students have the following options to satisfy this requirement:
  • Successful completion (passing grade) of University of Phoenix course COMM 215, equivalent or higher.
  • Transfer credit may be used by students who have achieved a C- or better in a college writing or comparable course of at least 2.67 semester credits completed at a regionally or approved nationally accredited institution. Transfer courses used to fulfill this requirement must be eligible to receive general education credit.
  • Achieve a passing score on the College Composition CLEP® exam.
  • Achieve minimum passing score on a UOPX approved placement exam.

Certificate Completion Requirements for the CERT/FCS
• Completion of a minimum of 24 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• All students must complete the minimum number of credits required by their certificate program.
• The certificate awarded for this program will read as: Family and Child Services

Residency Requirements and Course Waivers for the CERT/ FCS

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘C’ (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following courses may not be waived: BSHS 305, BSHS 325, BSHS 335, BSHS 345, BSHS 405

Addictions Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The undergraduate Certificate Program in Human Services Addictions is comprised of 4 fundamental courses that provide a foundation for more specialized courses within this human services area, and an additional 4 courses focused on the roles of addiction in society in relationship to the judicial system, treatment systems, progressive era reforms, and complications of dual diagnosis. Cardinal characteristics of codependence are examined with a focus on chronic, progressive, malignant and treatable features. Students will demonstrate an understanding of policy issues, managed care, private and public insurance, and advocacy for the consumer in relation to addiction and dependency issues.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-add.

Program Purpose

The Addictions Certificate is a certificate program that provides a foundation and overview in the field of addiction theory and practice. This program does not prepare students for any type of professional certification or licensure as a counselor or mental health provider.

Required Course of Study for the CERT/ADD

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BSHS 305 ~ Historical Development of Human Services: An Introduction

522
BSHS 325 ~ ................................................................. 3 credits
Human Systems and Development
BSHS 335 ~ ................................................................. 3 credits
Ethics and Values for Human Service Professionals
BSHS 345 ~ ................................................................. 3 credits
Diversity and Special Populations
Working With Addictions
BSHS 456 ~ ................................................................. 3 credits
Addiction Interventions for Human Service Workers
BSHS 457 ~ ................................................................. 3 credits
Codependence and Working with Families
BSHS 458 ~ ................................................................. 3 credits
Action Planning, Relapse Prevention and Aftercare

The University reserves the right to modify the required course of study.

General Information for the CERT/ADD
This certificate program may be taken on its own or may be earned
en-route to earning a bachelor's degree. Students wishing to earn
the certificate en-route must be enrolled in the corresponding "Cer-
tificate Track" bachelor's program.

Students who completed a certificate in its entirety and who later
choose to enroll in a bachelor's program with a concentration in the
same area of focus as the completed certificate will not be required
to enroll in the Certificate Track.

Additional Admission Requirements for the CERT/ADD
All applicants are expected to meet the following admissions
requirements:

• High school graduation from an institution that holds state
  approval to confer high school diplomas or are accredited or a
  candidate for accreditation at the time the student attended by
  an acceptable accrediting body, GED certificate, CHSPE
  (California High School Proficiency Examination) certificate, or
  completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending
  classes via the Online modality and students attending a
  local campus in Tennessee, including from any cross-border
  locations must provide the university with an official High
  School transcript or official GED score (if applicable). A
  college transcript which documents high school date of
  completion or a copy of a DD-214 showing high school
  graduation or equivalency may be submitted to satisfy this
  requirement.

• Applicants must have completed and earned 24 or more
  previous college credits, as verified by the university on the
  student's official transcripts.

• Applicants must demonstrate competency in College Writing. Students have the following options to satisfy this requirement:
  • Successful completion (passing grade) of University of Phoenix course COMM 215, equivalent or higher.
  • Transfer credit may be used by students who have achieved a C- or better in a college writing or comparable course of at
    least 2.67 semester credits completed at a regionally or
    approved nationally accredited institution. Transfer courses
    used to fulfill this requirement must be eligible to receive
general education credit.
  • Achieve a passing score on the College Composition CLEP®
    exam.

Certificate Completion Requirements for the CERT/ADD
• Completion of a minimum of 24 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed
on Academic Probation if their bachelor program GPA falls
below the minimum requirement.
• Students earning this certificate en-route to completion of a
degree program must meet the minimum GPA requirement
at the conclusion of all required coursework for the
certificate to be eligible for certificate conferral.
• All students must complete the minimum number of credits
required by their certificate program.
• The certificate awarded for this program will read as:
  Addictions

Residency Requirements and Course Waivers for the CERT/ADD
Students must meet established University residency requirement
for certificate conferral. The University requires that the majority of
core coursework, 15 credits in the Required Course of Study, must be
completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from
their required course of study.

In order to be granted a waiver with credit for a course in the
Required Course of Study, a student must have completed a previ-
ous credit bearing activity in transfer which meets the following
criteria:

• The activity must have been completed at a regionally or
  approved nationally accredited, or candidate for accreditation,
college or university, or from an approved source of
  nontraditional transfer credit as listed in University transfer
  policy.
• The activity must have been completed within the past ten (10)
  years (5 years for IS&T courses) from current program
  enrollment agreement sign date with a grade of 'C' (2.0) or
  better or comparable passing benchmark for nontraditional
  credits.
• The activity must be comparable in content and semester
  academic credits to the University course it is replacing and
  must be an equivalent level or higher level course (i.e. graduate
  level coursework may be used to waive graduate or
  undergraduate coursework). Course descriptions must be
  included with the course waiver form in order for the Office of
  Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses
in the required course of study.

Eligible students who have attended a SOC Member Institution
and have successfully completed equivalent courses according to
the SOC Transfer Tables may transfer all equivalent courses into a
student's required course of study as a waiver if the courses meet
the minimum grade and timeframe as stated in policy.

The following courses may not be waived: BSHS 305, BSHS 325,
BSHS 335, BSHS 345

Re-entry for the CERT/ADD
With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/
BSN, and BSN, students who have been out of attendance for a
period of more than 365 days from the last date of positive
recorded attendance in a program applicable course, and who have
less than 24 credits from a combination of UOPX credits, previous
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

As the needs of the long-term care population evolve, there is a growing market for long-term care products and services. The long-term care certificate focuses on increasing the knowledge and skills essential to work with various populations across the life span that require long-term care. Courses focus on long-term care administration, health and wellness, legal issues and perspectives, programs and services, as well as alternative living environments for populations that require long-term care.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ltc.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain particular program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will apply concepts of long-term care administration within the industry.
- Students will analyze health and wellness concepts to address the needs of various LTC populations.
- Students will integrate ethical principles into all aspects of the LTC industry.
- Students will explain products and services to address the needs of various LTC populations.

Required Course of Study for the LTC
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

GEN 200 ....................................................................................3 credits
HCS 437 ....................................................................................3 credits
LTC 310 ~ .................................................................................3 credits
LTC 328 ~ .................................................................................3 credits
HCS 433 ~ ................................................................................3 credits
HCS 438 ....................................................................................3 credits

Dimensions of Health and the Older Adult
LTC 315 ~ ................................................................................3 credits
Alternative Living Environments
LTC 328 ~ ................................................................................3 credits
Legal Perspectives in Aging
LTC 310 ~ ................................................................................3 credits
Social and Community Related Programs and Services

The University reserves the right to modify the required course of study.

General Information
This certificate program may be taken on its own or may be earned en-route to earning a bachelor's degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding "Certificate Track" bachelor's program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelor's program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the LTC
All applicants are expected to meet the following admission requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
The activity must be comparable in content and semester.

The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.

The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This course series is designed for nursing and health care professionals interested in pursuing or advancing in careers in higher educational settings. Those with no background in higher education receive a strong foundation for the many dimensions of the faculty role. Current educators can update or expand their knowledge in curriculum development, assessment and evaluation, and instructional strategies.
care degree programs using on ground and/or Flexnet delivery, as well as online.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/nhce.

Required Course of Study for the NHCE
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- HSN 548: Role of the Health Care/Nursing Educator (3 credits)
- HSN 540: Using Effective Teaching Strategies (3 credits)
- HSN 544: Design and Process of Curriculum Development (3 credits)
- HSN 552: Assessment and Evaluation of Learning (3 credits)

Re-entry for the NHCE
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Health Care Sustainability Management Certificate
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the online classroom at Online rates if the program is available via the online modality in their state. Please contact your enrollment representative for more information.

Students enrolled in the Graduate Health Care Sustainability Management Certificate focus on curriculum that is designed to instill environmental, economical, and social sensitivity and responsibility within the health care industry. This includes covering concepts such as accountability for managing outcomes, reducing costs and waste, and minimizing the environmental impact of health care systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-g-hcs.

CERT/G-HCS Preferred Course Sequence
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- HCS 504: ...Introduction to Graduate Study in Health Sciences/Nursing (1 credit)
- HCS 591: ...Course (3 credits)
Creating a Sustainable Health Care Organization
HCS 593 - ................................................................................ 3 credits
Economics of Sustainability
HCS 596 - ................................................................................ 3 credits
Issues in Environmental Sustainability

The University reserves the right to modify the required course of study.

General Information for the CERT/G-HCS
- This certificate program may be taken on its own or may be earned en-route to earning a graduate degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding Certificate Track graduate program.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

Additional Admission Requirements for the CERT/G-HCS
- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- A minimum of one year of full-time post high school work experience or volunteer experience is required.

Certificate Completion Requirements for the CERT/G-HCS
- Completion of a minimum of 10 credits.
- A minimum program grade point average (GPA) of 3.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Health Care Sustainability Management

Residency Requirements and Course Waivers for the CERT/G-HCS
- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 7 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.
  - The following courses in the Required Course of Study may not be waived: HCS 504

Re-entry for the CERT/G-HCS
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Health Care Informatics Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate program is designed for health care and nurse professionals interested in pursuing or advancing in careers associated with health care informatics and technology. Individuals with little or no background in Informatics receive an overview of informatics as it relates to delivery within a health care facility. The program is designed to provide the learner with current knowledge in concepts of health care informatics, systems life cycle, and data management. The 10 credit-bearing specialization is available as a certificate program for post-baccalaureate students. The four courses in the informatics specialization certificate program are available at campuses offering nursing or health care degree programs using a variety of delivery methods. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/hci.

Required Course of Study for the HCI
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HCS 504 ~ .................................................................................1 credit
Introduction to Graduate Study in Health Sciences/Nursing

HCl 500 ~ .................................................................................3 credits
Concepts of Health Care Informatics

HCl 510 ~ .................................................................................3 credits
Systems Life Cycle

HCl 520 ~ .................................................................................3 credits
Data Management and Design

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the HCI
All applicants to this certificate program are expected to meet the following additional admission requirements:
• Completion of an undergraduate degree or the entire University of Phoenix BSN, BSHCS or BSHA Required Course of Study with a minimum GPA of 2.5 or better verified by providing an official transcript.

Certificate Completion Requirements for the HCI
Credit Bearing Certificate completion requirements are the following:
• Completion of a minimum of 10 credits
• A minimum University program grade point average (GPA) of 3.0.

Residency Requirements and Course Waivers for the HCI
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 7 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to waive a course in a HCI Certificate Program, the student must have completed a previous course which meets the following criteria:
• The course must have been completed and transcribed from a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.

The following course will not be waivered from the certificate program: HCS 504.

Re-entry for the HCI
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Gerontology Health Care Certificate Program

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students must consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This program is designed to provide health care professionals with diverse interdisciplinary backgrounds with the knowledge and process of aging. Content is designed to provide students with relevant information related to the physical, mental, and social aspects of gerontology as well as human services, economic and legal factors that influence elders.

With an emerging proportion of older adults in our society there is a growing market for aging services which are fueled by products and services for well elders as well as those elders compromised by chronic illnesses or disabilities. Career opportunities are increasing and are not limited to just long term care. Business, industry, community health, federal and local governments and professional organizations will look to include workers prepared to understand the needs of this population as a major consumer of their products and services.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ghc.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to analyze foundational concepts of gerontology to support the health of older adults.
• Students will be able to evaluate resources available to older adults to support the aging process.
• Students will be able to analyze business needs to promote gerontology services and products.

Required Course of Study for the GHC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HCS 548 .................................................................................3 credits
Foundations of Gerontology

HCS 551 ~ .................................................................................3 credits
Biological and psychological Aspects of Aging
HCS 557 - ................................................................. 3 credits
Social and Cultural Aspects of Aging
HCS 565 - ................................................................. 3 credits
Organization and Management of Aging Services
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the GHC
All applicants to this certificate program are expected to meet the following additional admission requirements:
• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
• A minimum of one year full-time post-high school work experience.

Certificate Completion Requirements for the GHC
Credit Bearing Certificate completion requirements are the following:
• Completion of a minimum of 12 credits.
• All students must meet residency requirements as set by the Dean for each Certificate program.
• A minimum certificate program grade point average (GPA) of 3.0.
• Upon successful completion of HCS 548, HCS 551, HCS 557, and HCS 565, the student can submit a certificate application for GHC, as well as use these courses towards their MHA/GER program requirements. University residency applies with both programs, but students will be considered to have met program residency.
• Students enrolled in the courses as part of their degree will not be able to request these courses as an additional certificate.

Residency Requirements and Course Waivers for the GHC
MHA/GER students may dual enroll in this program and submit a certificate application upon successful completion of HCS 548, HCS 551, HCS 557, and HCS 565. The courses may apply to both, the GHC and MHA/GER required course of study. University residency applies to both programs, but students will be considered to have met program residency.

Students in the Gerontology Health Care Certificate Program may waive a maximum of three (3) credits from their program. In order to waive a course in a Professional Certificate Program, the student must have completed a previous course which meets the following criteria:
• The course must have been completed and transcripted from a regionally or approved nationally accredited, foreign equivalency, or candidate for accreditation, college or university,
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better; and

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.

Re-entry for the GHC
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Health Management Certificate Program
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate is designed to provide a framework in health care management concepts. The courses will provide perspectives related to health care delivery services, health care management and human resources, financial accounting concepts, as well as an introduction to the legal and regulatory aspects in health care. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/hm.

Required Course of Study for the HM
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

GEN 200 ................................................................. 3 credits
Foundations for General Education and Professional Success
HCS 235 ~ ................................................................. 3 credits
Health Care Delivery in the United States
Health Management Courses
Students must choose four courses from the following:
HCS 325 ~ ................................................................. 3 credits
Health Care Management
HCS 335 ~ ................................................................. 3 credits
Health Care Ethics and Social Responsibility
HCS 341 ~.................................................................................3 credits
Human Resources in Health Care
HCS 405 ~.................................................................................3 credits
Health Care Financial Accounting
HCS 430 ~.................................................................................3 credits
Legal Issues in Health Care: Regulation and Compliance
HCS 446 ~.................................................................................3 credits
Facility Planning
HCS 457 ~.................................................................................3 credits
Public and Community Health
HCS 483 ~.................................................................................3 credits
Health Care Information Systems

The University reserves the right to modify the required course of study.

General Information
This certificate program may be taken on its own or be earned en-route to earning a bachelors degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding 'Certificate Track' bachelors program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelors program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the HM
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed or have access to a work environment.

Certificate Completion Requirements for the HM

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- All students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course in the Required Course of Study may not be waived: GEN 200

Re-entry for the HM
With the exception of A.A., B.S.Ed./E., B.S.L, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a pro-
Program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Health and Wellness Administration Foundations Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate will provide an introductory overview of concepts such as an introduction to health care delivery, communication skills, medical terminology, health care information systems, the regulatory environment, and patient records. These concepts are needed to work in an entry level aspect of the health and wellness industry, such as a medical spa, weight management clinic, physician front office or clinic.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hwaf.

Required Course of Study for the CERT/HWAF

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

HCS 120 ~ .............................................................................. 3 credits
Medical Terminology for Health Care Professionals
HCS 131 ~ .............................................................................. 3 credits
Business Communication Skills for Health Care Professionals
HCS 245 ~ .............................................................................. 3 credits
Introduction to Health and Disease
HCS 235 ~ .............................................................................. 3 credits
Health Care Delivery in the U. S.
HCIS 140 ~ .............................................................................. 3 credits
Fundamentals of Electronic Health Records
HCS 182 ~ .............................................................................. 3 credits
Introduction to Financial Concepts
HCS 224 ~ .............................................................................. 3 credits
Health Care Office Management

The University reserves the right to modify the required course of study.

General Information for the HWAF

- Students who completed a certificate in its entirety and who later choose to enroll in an associates program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.

Additional Admission Requirements for the CERT/HWAF

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED certificate (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/HWAF

- Completion of a minimum of 21 credits.
- A minimum grade point average (GPA) of 2.00.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as follows: Health and Wellness Administration Foundations (Undergraduate)

Minimum Grade Requirements for the CERT/HWAF

- Students in this program will be placed on scholastic disqualification if a minimum grade of “C” (2.0) is not attained in the following courses: HCS 182, HCS 224
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have retaken the course which placed them on scholastic disqualification, satisfied the grade requirement, and fulfilled any additional criteria for reentry, as determined by the faculty member and the Campus College Chair or appropriate Dean.
- Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/HWAF

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- **The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.**
- **The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.**
- **The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.**
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study. Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

**Re-entry for the CERT/HWAF**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Electronic Health Records Fundamentals Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate will provide a foundation of content needed to become an Electronic Health Records (EHR) specialist. While duties may vary, they will include entering data related to diagnostic procedures, diseases, and general health history information.

EHR specialists ensure a patient’s health information is correct and assist with daily office operations. Students will be introduced to a current electronic health records system application in the certificate program. The concepts learned in this program align to national electronic health record specialist certification exam content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ehrf.

**Required Course of Study for the CERT/EHRF**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCIS 140</td>
<td>Health Care Delivery in the U. S.</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 120</td>
<td>Medical Terminology for Health Care Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 235</td>
<td>Introduction to Health and Disease</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 150</td>
<td>Fundamentals of Electronic Health Records</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 250</td>
<td>Structure, Design and Tools of Electronic Health Records</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 270</td>
<td>Application of Electronic Health Records</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

**General Information for the EHRF**

- This certificate program may be taken on its own or may be earned en-route to earning an associates degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding “Certificate Track” associates program.
- Students who completed a certificate in its entirety and who later choose to enroll in an associates program with a concentration in the same area of focus as the completed certificate will be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the associates program.

**Additional Admission Requirements for the CERT/EHRF**

- Applicants must be at least 16 years of age at the time of application.
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- **Tennessee:** Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
Certificate Completion Requirements for the CERT/EHRF

- Completion of a minimum of 21 credits.
- A minimum grade point average (GPA) of 2.00.
  - Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
  - Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as follows: Electronic Health Records Fundamentals (Undergraduate)

Minimum Grade Requirements for the CERT/EHRF

- Students in this program will be placed on scholastic disqualification if a minimum grade of "C" (2.0) is not attained in the following courses: HCIS 250, HCIS 270
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have retaken the course which placed them on scholastic disqualification, satisfied the grade requirement, and fulfilled any additional criteria for reentry, as determined by the faculty member and the Campus College Chair or appropriate Dean.
- Re-Admission is granted when the student successfully fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/EHRF

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

The following course(s) may not be waived: HCIS 270

Re-entry for the CERT/EHRF

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Medical Records Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate in Medical Records lays a foundation for further study in health care medical records at the undergraduate level. Topics focus on anatomy and physiology related to terminology and disease diagnosis, medical billing and coding, medical insurance processes, and medical claims processing and compliance. Software instruction synthesizes a variety of records processes common in medical facilities. Completion of the program allows a student to sit for the Certified Billing and Coding Specialist (CBCS) a national certification offered through the National Healthcareer Association. In addition, students seeking to extend their professional career and educational experience can easily transition into the Bachelors of Science in Health Administration.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-mp.

CERT/MR Preferred Sequence

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- HCS 131 ~ ................................................................. 3 credits
  Business Communication Skills for Health Care Professionals
- HCS 235 ~ ................................................................. 3 credits
  Health Care Delivery in the U. S.
- HCIS 140 ~ ................................................................. 3 credits
  Fundamentals of Electronic Health Records
- HCS 214 ~ ................................................................. 3 credits
  Anatomy and Physiology I
Additional Admission Requirements for the CERT/MR

- Applicants must be at least 16 years of age at the time of application.
- Students in this program will be placed on scholastic probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as follows: Medical Records (Associate Graduate) or Undergraduate.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional transfer credit.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate coursework).
- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University Transfer Tables.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Emergency Management Certificate Program

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This certificate is designed for EMTs, First Responders, Firefighters, or any other emergency personnel that want to expand their knowledge and skills related to emergency management. Focus will be on principles of emergency management, managing emergency response operations, and planning and preparedness of emergency situations.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/emc.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, School of Health Services Administration graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will create emergency operations plans from a community perspective to mitigate, prepare, respond and recover from natural and man-made disasters.
- Students will apply leadership and management skills to all aspects of emergency services.
- Students will evaluate research related to emergency services to prepare the community for all phases of emergency management.

Required Course of Study for the EMC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

GEN 200 - Foundations for General Education and Professional Success 3 credits

EMC 310 - Principles of Emergency Management 3 credits

EMC 330 - Political and Policy Issues for Emergency Management 3 credits

EMC 340 - Emergency Services and the Community 3 credits

EMC 350 - Emergency Preparedness and Planning 3 credits

EMC 360 - Managing Emergency Response Operations 3 credits

The University reserves the right to modify the required course of study.

General Information

This certificate program may be taken on its own or may be earned en-route to earning a bachelors degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding “Certificate Track” bachelors program.

Students who completed a certificate in its entirety and who later choose to enroll in a bachelors program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the EMC

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Applicants must be currently employed in or have prior employment experience in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Effective 10/1/2015 Applicants must be currently employed in or have one (1) year minimum of prior employment experience in the last five (5) years in an Emergency Management position such as Emergency Medical Technician (EMT), First Responder, firefighter, or other emergency personnel.

Certificate Completion Requirements for the EMC

- Completion of a minimum of 18 credits
- A minimum grade point average (GPA) of 2.0
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- All students must complete the minimum number of credits required by their certificate program.
- The certificate awarded for this program will read as: Emergency Management

Residency Requirements and Course Waivers for the EMC

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previ-
ous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘C’ (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following course in the Required Course of Study may not be waived: GEN 200

**Re-entry for the EMC**

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
For purposes of this policy, the following definitions apply:

- Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens from the human body for the purpose of detecting the use of drugs or alcohol.

- Reasonable suspicion means evidence which forms a reasonable basis for concluding that it is more likely than not that a person is impaired by alcohol or drugs or has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents, without reasonable justification. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

- Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants; depressants; narcotic or hallucinogenic drugs; cannabis substances, such as marijuana and hashish; cocaine; heroin; methamphetamine; phencyclidine (PCP); and so-called designer drugs and look-alike drugs.

- Impaired means that a person’s mental or physical capabilities are reduced below his or her normal levels without reasonable justification. An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon alcohol or illegal drugs.

- Substance abuse means:
  - the consumption, possession, or distribution of alcohol or illegal drugs by any nursing student while on University or affiliated clinical site premises or while participating in any University (or affiliated clinical site) sponsored or related activity, including any nursing-related course or clinical training activity.
  - a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired.

- Prior to being assigned to a clinical placement and as a prerequisite for placement at any agency or health care facility the nursing student shall sign an agreement:
  - to abide by the drug policies and drug testing policies of the University and each agency or health care facility in which a student is assigned as applicable,
  - to submit to any "for cause" drug testing required by the University and testing required by each agency or health care facility the nursing student obtains clinical hours, and
  - to release a copy of any and all drug test results to the University of Phoenix, Dean/Associate Dean of Nursing, other appropriate University officials, and to any State Board(s) of Nursing in which the student holds a nursing license or certificate, where required by the relevant State Board(s) of Nursing.

Failure to sign such agreement is grounds for refusal for student admission and progression in the program.

The College of Nursing requires students to obtain a 10 panel, plus alcohol drug test if the student’s behavior in the clinical, classroom or laboratory setting creates facts that give rise to a reasonable suspicion of substance abuse, or indicates they are impaired by alcohol or drugs.

If the results of the 10 panel, plus alcohol drug test is negative for alcohol or illegal drugs:

- The student shall meet with their Campus College Chair, Director of Nursing, or NP Program Manager within 24 hours or by the first business day following the test results to discuss the circumstances surrounding suspected behavior.

- The Campus College Chair, Director of Nursing, or NP Program Manager will counsel the student regarding return to the classroom and clinical agency. The preliminary investigation will cease and the student will be released from further action at that time.

- The Campus College Chair, Director of Nursing, or NP Program Manager will arrange for the student to make up the missed clinical hours.

If the results of the 10 panel, plus alcohol drug test is positive for alcohol or illegal drugs:

- A full review by the Office of Dispute Management and Apollo Ethics and Compliance shall be conducted. Students who test positive for alcohol or illegal drugs will not be permitted to return to any clinical setting pending conclusion of the review. The findings may result in student dismissal from the nursing program and expulsion from the University.

- The results of the positive test for alcohol or illegal drugs shall be reported to the applicable State Board(s) of Nursing, if required by the applicable State Board(s), by the Campus College Chair, Director of Nursing, or NP Program Manager.
• If the results of the 10 panel, plus alcohol drug test(s) are positive for a prescribed drug(s) but not those that would be defined as illegal in the definitions above:
  • The student shall, within three (3) business days, obtain a written statement from their treating, licensed health care provider (MD, DO, HMD, ND/NMD, NP or PA) stating that:
    • the drug level is within prescribed limits.
    • the level does not indicate abuse.
    • the student’s use of the drug as prescribed will not interfere with safe practice in the clinical area.

This statement must be provided to the Campus College Chair, Director of Nursing, or NP Program Manager. If the statement is approved, then the test result will be deemed acceptable and not failed for these purposes.

• The failure of a student to provide the above statement or a health care provider’s inability to provide a statement meeting the requirements above shall be treated as a positive test for an illegal drug.

• Students who refuse to submit to a “for-cause” drug test will not be allowed to return to any clinical setting pending conclusion of a full review by the Office of Dispute Management and Apollo Ethics and Compliance. The findings may result in dismissal from the nursing program and expulsion from the University. The results of a positive test for illegal drugs as defined herein or a refusal to undergo a required drug test will be reported to the applicable State Board of Nursing where required by the applicable State Board(s) of Nursing’s statute(s) or regulation(s).

• Students must also adhere to any other additional policies prescribed by the clinical agency. It is the sole responsibility of the student to read and acknowledge the requirements of the clinical health care facility in addition to University policy.

• All costs associated with the drug test, including any transportation costs to or from the drug testing facility, will be the responsibility of the student.

• University of Phoenix, College of Nursing, campus officials may be required to report all failed drug tests to each State Board of Nursing in which the student holds a nursing license or certificate. Campus officials shall report test results to all applicable State Boards of Nursing as described in the applicable Board’s statutes and/or regulations.

Post Master’s Certificate in Nurse Administration

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Nursing Certificate programs, accredited by the Commission of Collegiate Nursing Education (CCNE)*, enhances the knowledge and skills of registered nurses with graduate-level nursing degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and educational settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete courses in advanced nursing content, process, and leadership. Concentrations in nursing psychiatric-mental health, family nurse practitioner, nursing informatics, nursing administration and nursing education allow students to concentrate on developing increased knowledge and skills in a specific area of content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-nad.

Program Purpose

This certificate program is designed for nurses with current RN licensure who desire a concentrated course of study in nursing administration. The course of study prepares nurses to function in leadership roles in nursing administration. Upon completion of the certificate program, nurses with a graduate degree in nursing and the required practice experience may be eligible to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam. For complete eligibility requirements, reference the complete NE-BC criteria (www.nursecredentialing.org).

CERT/NAD Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Required Course of Study courses must be completed in the order recommended by the University.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 516AD</td>
<td>..........................................................................3 credits</td>
<td></td>
</tr>
<tr>
<td>NSG 557</td>
<td>..........................................................................3 credits</td>
<td></td>
</tr>
<tr>
<td>NSG 577</td>
<td>Organizational Dynamics and Systems Thinking</td>
<td>3 credits</td>
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<tr>
<td>NSG 547</td>
<td>Continuous Quality Monitoring and Outcomes Improvement</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 567</td>
<td>Human Resources Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 517AD</td>
<td>Financial Resources Management in Health Care</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Practicum I
Practicum II

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/NAD

All applicants are expected to meet the following admissions requirements:

• A master’s degree in nursing (MSN or MN) or doctoral degree in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A cumulative grade point average (GPA) of 3.0 for all graduate or doctoral coursework on the graduate or doctoral degree posted transcript is required for admission.
• Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands

• International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  - Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  - All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  - A signed Foreign Nursing Memorandum of Understanding
  - Signed Criminal Background Check Disclosure
  - Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  - Signed FERPA Release/Drug Test or Failure to Test Results
  - Signed Clinical Assurance Statement form

Certificate Completion Requirements for the CERT/NAD
• Completion of a minimum of 18 credits.
• A minimum program grade point average (GPA) of 3.0.
• The certificate awarded for this program will read as: Post Master’s Nurse Administration

Academic Progression Requirements for the CERT/NAD
• A minimum grade of C or better in all courses.
• Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
• Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the CERT/NAD
• Students in this program are required to achieve a minimum grade of "C" (2.0) in all courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the courses will be scholastically disqualified from the University.
• Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the certificate program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
• Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the CERT/NAD
• Students must meet established University residency requirement for degree conferral. The University requires that 18 credits in the Required Course of Study must be completed at University of Phoenix.
• The courses in this program cannot be waived.

Re-entry for the CERT/NAD
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll into their program version if the student's program version is still the most current in their state or jurisdiction but they are unable to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student's program version is still the most current in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
• The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Post Master's Certificate in Nurse Administration International

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Nursing Certificate programs enhance the knowledge and skills of registered nurses with graduate-level nursing degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and educational settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete courses in advanced nursing content, process, and leadership. Concentrations in nursing administration and nursing education allow students to concentrate on developing increased knowledge and skills in a specific area of content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-nad.

CERT/NAD-I Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

NSG 550 .................................................................3 credits
Role of the Nurse Administrator

HSN 525 .................................................................4 credits
Research Methodologies for the Nurse Administrator

HSN 555 ~ .........................................................3 credits
Human Resources in Health Care

HSN 560 ~ .........................................................3 credits
Organizational Systems and Informatics

HSN 565 ~ .........................................................3 credits
Organizational Change and Negotiation

HSN 570 .................................................................3 credits
Financial Resource Management

HSN 575 ~ .........................................................4 credits
Quality Management and Outcomes

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/NAD-I

All applicants are expected to meet the following admissions requirements:

• Applicants must be residents outside of the United States or approved US Territories. Program will only be offered online.

• A master's degree in nursing (MSN or MN) or doctoral degree in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A cumulative grade point average (GPA) of 3.0 on the master's or doctoral degree posted transcript is required for admission.

• All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.

• All Canadian students must complete the Canadian RN License Acknowledgment Form and submit documentation of a valid, unrestricted, unencumbered RN license.

• Applicants residing in the Commonwealth of Puerto Rico must have an approved appeal on file documenting successful completion of the US NCLEX-RN exam and that all Puerto Rico RN licensing requirements are met to be eligible for admission.

• Signed Criminal Background Check Disclosure

• Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure

• Signed FERPA Release/Drug Test or Failure to Test Results

• Signed Foreign Nursing Memorandum of Understanding

• Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

Certificate Completion Requirements for the CERT/NAD-I

• The completion of a minimum of 23 credits.

• A minimum program grade point average (GPA) of 3.0.

• The certificate awarded for this program will read as: Post Master’s Nurse Administration

Academic Progression Requirements for the CERT/NAD-I

• Minimum grade of B- or better in all courses.

• Students must hold a valid, unrestricted / unencumbered RN license in all states/countries in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.

• Clinical experiences/hours cannot be completed during work time at the student's place of employment.

• Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the CERT/NAD-I

• Students in this program are required to achieve a minimum grade of “B-” (2.66) in all courses. A “C+” grade is not acceptable. Students who fail to receive a minimum grade of “B-” in any of the courses will be scholastically disqualified from the University.
• Effective for new Enrollment Agreements signed 10/1/2015 or later: Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the certificate program.

• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
  • Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the CERT/NAD-I

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Courses in this program cannot be waived.

Re-entry for the CERT/NAD-I

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Post Master’s Certificate in Nurse Education

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Nursing Certificate programs, accredited by the Commission of Collegiate Nursing Education (CCNE)*, enhances the knowledge and skills of registered nurses with graduate-level nursing degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and educational settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete courses in advanced nursing content, process, and leadership. Concentrations in nursing psychiatric-mental health, family nurse practitioner, nursing informatics, nursing administration and nursing education allow students to concentrate on developing increased knowledge and skills in a specific area of content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ned.

Program Purpose

This certificate program is designed for nurses with current RN licensure who desire a concentrated course of study in nursing education. The course of study prepares nurses for roles within nurse education in a variety of educational and practice settings. Upon completion of the certificate, nurses with graduate degrees (or higher) and designated teaching experience may be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam. For complete eligibility requirements, reference the complete NLN CNE criteria (www.nln.org).

CERT/NED Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Required Course of Study courses must be completed in the order recommended by the University.

NSG 516ED ................................................................. 3 credits Practicum I
NSG 531 ................................................................. 3 credits Program and Course Development
NSG 532 ................................................................. 3 credits Innovative Curriculum Design
NSG 533 ................................................................. 3 credits Educational Assessment and Evaluation
NSG 534 ................................................................. 3 credits Practicum II

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/NED
All applicants are expected to meet the following admissions requirements:

- A master's degree in nursing (MSN or MN) or doctoral degree in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A cumulative grade point average (GPA) of 3.0 for all graduate or doctoral coursework on the graduate or doctoral degree posted transcript is required for admission.

- Applicants who reside in the United States or in one of the US Territories with documentation of a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For applicants holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands

- International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  - Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  - All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  - A signed Foreign Nursing Memorandum of Understanding
  - Signed Background Check Disclosure
  - Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  - Signed FERPA Release/Drug Test or Failure to Test Results
  - Signed Clinical Assurance Statement form

Certificate Completion Requirements for the CERT/NED

- Completion of a minimum of 18 credits.
- A minimum program grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Nurse Education

Academic Progression Requirements for the CERT/NED

- Minimum grade of C or better in all courses.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work time at the student's place of employment.
- Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a "for-cause" 10 panel, plus alcohol drug test.

Minimum Grade Requirements for the CERT/NED

- Students in this program are required to achieve a minimum grade of "C" (2.0) in all courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the courses will be scholastically disqualified from the University.
- Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the certificate program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
  - Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the CERT/NED

- Students must meet established University residency requirement for degree conferral. The University requires that 18 credits in the Required Course of Study must be completed at University of Phoenix.
- The courses in this program cannot be waived.

Re-entry for the CERT/NED

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
An appeal will be required for re-entry students to re-enroll in their program if:
- The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
- The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
- The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

**Post Master’s Certificate in Nurse Education International**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Nursing Certificate programs enhance the knowledge and skills of registered nurses with graduate-level nursing degree preparation. The program prepares registered nurses to function in leadership roles in administration, practice, and educational settings. Advanced nursing theory and research provide the foundation for nurses to influence the future of nursing and health care. Students complete courses in advanced nursing content, process, and leadership. Concentrations in nursing administration and nursing education allow students to concentrate on developing increased knowledge and skills in a specific area of content.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ned.

**CERT/NED-I Required Course of Study**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NSG 525</td>
<td>Role of the Nurse Educator</td>
<td>3 credits</td>
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<tr>
<td>NSG 530 ~</td>
<td>Theory and Principles of Nursing Education</td>
<td>4 credits</td>
</tr>
<tr>
<td>NSG 535 ~</td>
<td>Curriculum Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 540 ~</td>
<td>Instructional Design and Technology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 545 ~</td>
<td>Assessment, Measurement, and Evaluation</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 500 ~</td>
<td>An Integrated Approach to Pathophysiology and Pharmacology</td>
<td>4 credits</td>
</tr>
<tr>
<td>NSG 505 ~</td>
<td>Comprehensive Health Assessment</td>
<td>3 credits</td>
</tr>
</tbody>
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The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/NED-I**

All applicants are expected to meet the following admissions requirements:
- Applicants must be residents outside of the United States or approved US Territories. Program will only be offered online.
- A master’s degree in nursing (MSN or MN) or doctoral degree in nursing from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited during the candidacy period.
- A cumulative grade point average (GPA) of 3.0 on the master’s or doctoral degree posted transcript is required for admission.
- All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
- All Canadian students must complete the Canadian RN License Acknowledgment Form and submit documentation of a valid, unrestricted, unencumbered RN license.
- Applicants residing in the Commonwealth of Puerto Rico must have an approved appeal on file documenting successful completion of the US NCLEX-RN exam and that all Puerto Rico RN licensing requirements are met to be eligible for admission.
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Foreign Nursing Memorandum of Understanding
- Enrollment Agreements signed 7/1/2016 or later, signed Clinical Assurance Statement form

**Certificate Completion Requirements for the CERT/NED-I**

- The completion of a minimum of 23 credits.
- A minimum program grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Nurse Education

**Academic Progression Requirements for the CERT/NED-I**

- Minimum grade of B- or better in all courses.
- Students must hold a valid, unrestricted / unencumbered RN license in all states/countries in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program.
- Clinical experiences/hours cannot be completed during work time at the student’s place of employment.
- Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion, of substance abuse or otherwise indicates that the student may be impaired by drugs or alcohol, without reasonable justification will be required to undergo a “for-cause” 10 panel, plus alcohol drug test.

**Minimum Grade Requirements for the CERT/NED-I**
CERTIFICATE PROGRAMS FOR THE COLLEGE OF EDUCATION

Alternative Pathway/Elementary Education (Hawaii)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Alternative Pathway/Elementary Education is a certificate program intended for candidates who have prior teaching experience and are currently seeking licensure in Hawaii. Students will be required to take a pre-assessment course focusing on assessing the skills necessary for effective teaching. Candidates will plan for instruction, use engaging strategies, and assess student learning, while providing necessary artifacts to support and display the candidate’s content knowledge of teaching. Students will be introduced to the program’s progression and degree completion requirements. Teacher candidates will be required to complete a Teacher Performance Assessment and meet their program standards in order to successfully complete the program.

The Alternative Pathway/Elementary Education requires a minimum of 17 credits, which may come from a combination of required and elective courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ap-e.

Program Purpose

The Alternative Pathway/Elementary Education is a certificate program intended for students who have no prior teaching experience. This program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Hawaii Teacher Standards Board to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Preferred Sequence for the CERT/AP-E

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Hawaii Alternative Certification - Elementary

MTE 503 .......................................................... 0 credits
Orientation to Alternative Pathway Certificate
MTE 504 ~ .................................................... 1 credit
Assessment of Effective Teaching
In order to receive state certification, candidates may need to:

- Completion of Field Experience assignments associated with their required course of study.
- Satisfactory completion of any required student teaching.
- A minimum grade point average (GPA) of 3.0.
- Completion of a minimum of 17 credits.

Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree must have been taken from a regionally accredited institution. Coursework taken during an institution's candidacy period is not acceptable for admission.

A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

All applicants must have a minimum of six months full-time teaching experience, or equivalent, at the level of the certificate they are requesting admittance to.

Demonstration of basic skills proficiency
Verification of fingerprint clearance
Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

- A signed Hawaii Alternative Pathways New Student Checklist.
- Students who reside outside of the US or US Territories are not eligible to apply.

Certificate Completion Requirements for the CERT/AP-E

- Completion of a minimum of 17 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of teacher performance assessment.
- Satisfactory completion of any required student teaching courses.
- Completion of Field Experience assignments associated with course requirements.
- Completion of signature assignments.
- In order to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.

The certificate awarded for the CERT/AP-E program will read as:

- Alternative Pathway - Elementary Education

Academic Progression Requirements for the CERT/AP-E

- Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
  - Passing scores on the designated state content knowledge exam (elementary content area specific)

- Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirement for the CERT/AP-E

Candidates must earn a "B" or better in student teaching in order to complete the Hawaii Alternative Pathways program. Grades of "I" and "B-" are not accepted. Students who do not receive a "B" or better will be placed on Scholastic Disqualification and will be required to repeat the seminars and student teaching: MTE 504, ELM 545

If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/AP-E

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits.

Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Alternative Pathway Elective credits may not be waived. Based upon the pre-assessment results faculty may recommend a specific elective course for the student to complete.

The following courses may not be waived: MTE 503, MTE 504, ELM 545, MTE 522, MTE 562, MTE 518, MTE 553

Student Teaching and Field Experience for the CERT/AP-E

- Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

- Students must complete student teaching hours as noted below:
  - Elementary candidates must complete three (3) semester hours of supervised student teaching.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
Candidates who do not successfully complete the student teaching experience will be removed from the program and are not eligible for re-entry and are not eligible for admission to the MAED/TED pre-licensure programs.

Candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the teacher performance assessment.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

Institutional Recommendation for the CERT/AP-E

Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates' records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Candidates must pass their state-mandated professional knowledge exam.

Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Re-entry for the CERT/AP-E

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Alternative Pathway/Secondary Education (Hawaii)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Alternative Pathway/Secondary Education is a certificate program intended for candidates who have prior teaching experience and are currently seeking licensure in Hawaii. Students will be required to take a pre-assessment course focusing on assessing the skills necessary for effective teaching. Candidates will plan for instruction, use engaging strategies, and assess student learning, while providing necessary artifacts to support and display the candidate’s content knowledge of teaching. Students will be introduced to the program's progression and degree completion requirements. Teacher candidates will be required to complete a Teacher Performance Assessment and meet their program standards in order to successfully complete the program.

The Alternative Pathway/Secondary Education requires a minimum of 15 credits, which may come from a combination of required and elective courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ap-s.

Program Purpose

The Alternative Pathway/Secondary Education is a certificate program intended to prepare students with no prior teaching experience for the secondary teacher license in Hawaii. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Hawaii Teacher Standards Board to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Preferred Sequence for the CERT/AP-S

Courses requiring prerequisites are identified by a ∼ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Hawaii Alternative Certification - Secondary

MTE 503 ................................................................. 0 credits
Orientation to Alternative Pathway Certificate
MTE 504 ∼ ............................................................ 1 credit
Assessment of Effective Teaching
SPE 514 ∼ ........................................................... 2 credits
Survey of Special Populations
RDG 542 ∼ .......................................................... 3 credits
Curriculum Constructs & Assessment: Reading Methods for Secondary Settings
MTE 559 ∼ ........................................................... 3 credits
Curriculum Constructs and Assessment: Secondary Methods
SEC 545 ∼ ........................................................... 3 credits
Secondary Student Teaching
Select one (1) of the following Alternative Pathway Elective

Select one (1) of the following Alternative Pathway Elective
Candidates must provide verification of the following prior to Academic Progression Requirements for the CERT/AP-S

The certificate awarded for the CERT/AP-S program will read In order to receive state certification, candidates may need to completion of signature assignments.

Satisfactory completion of any required student teaching Completion of a minimum of 15 credits.

A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

All applicants must have a minimum of six months full-time teaching experience, or equivalent, at the level of the certificate they are requesting admittance to.

Demonstration of basic skills proficiency.

Verification of fingerprint clearance.

Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

A signed Hawaii Alternative Pathways New Student Checklist.

Students who reside outside of the US or US Territories are not eligible to apply.

Certificate Completion Requirements for the CERT/AP-S

Minimum Grade Requirement for the CERT/AP-S

Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Candidates must earn a "B" or better in student teaching in order to complete the Hawaii Alternative Pathways program. Grades of "I" and "B-" are not accepted. Students who do not receive a "B" or better will be placed on Scholastic Disqualification and will be required to repeat the seminars and student teaching: MTE 504, SEC 545

If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/AP-S

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits. Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Alternative Pathway Elective credits may not be waived. Based upon the pre-assessment results faculty may recommend a specific elective course for the student to complete.

The following courses may not be waived: MTE 503, MTE 504, SEC 545, MTE 562, MTE 553, MTE 523, SEC 508

Student Teaching and Field Experience for the CERT/AP-S

Students teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.

Students must complete student teaching hours as noted below:

- Secondary candidates must complete three (3) semester hours of supervised student teaching.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the student teaching experience will be removed from the program and are not eligible for re-entry and are not eligible for admission to the MAED/TED pre-licensure programs.

Additional Admission Requirements for the CERT/AP-S

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree must have been taken from a regionally accredited institution. Coursework taken during an institution's candidacy period is not acceptable for admission.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- All applicants must have a minimum of six months full-time teaching experience, or equivalent, at the level of the certificate they are requesting admittance to.
- Demonstration of basic skills proficiency
- Verification of fingerprint clearance
- Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.
- A signed Hawaii Alternative Pathways New Student Checklist.
- Students who reside outside of the US or US Territories are not eligible to apply.

Academic Progression Requirements for the CERT/AP-S

Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:

- Passing scores on the designated state content knowledge exam (secondary content area specific)

Coursework taken during an institution’s candidacy period is not acceptable for admission.

Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.

A signed Hawaii Alternative Pathways New Student Checklist.

Students who reside outside of the US or US Territories are not eligible to apply.

Certificate Completion Requirements for the CERT/AP-S

Completion of a minimum of 15 credits.

A minimum grade point average (GPA) of 3.0.

Satisfactory completion of teacher performance assessment.

Satisfactory completion of any required student teaching courses.

Completion of Field Experience assignments associated with course requirements.

Completion of signature assignments.

In order to receive state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.

The certificate awarded for the CERT/AP-S program will read as: Alternative Pathway - Secondary Education.

Academic Progression Requirements for the CERT/AP-S

Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:

- Passing scores on the designated state content knowledge exam (secondary content area specific)
Candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching at a grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the teacher performance assessment.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

Institutional Recommendation for the CERT/AP-S

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must pass their state-mandated professional knowledge exam.
- Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Re-entry for the CERT/AP-S

- Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
- Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Alternative Pathway/Special Education (Hawaii)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Alternative Pathway/Special Education is a certificate program intended for candidates who have prior teaching experience and are currently seeking licensure in Hawaii. Students will be required to take a pre-assessment course focusing on assessing the skills necessary for effective teaching. Candidates will plan for instruction, use engaging strategies, and assess student learning, while providing necessary artifacts to support and display the candidate’s content knowledge of teaching. Students will be introduced to the program’s progression and degree completion requirements. Teacher candidates will be required to complete a Teacher Performance Assessment and meet their program standards in order to successfully complete the program.

The Alternative Pathway/Special Education requires a minimum of 20 credits, which may come from a combination of required and elective courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ap-se.

Program Purpose

The Alternative Pathway/Special Education is a certificate program intended for teachers with prior teaching experience for the special education teacher license in Hawaii. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Hawaii Teacher Standards Board to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Preferred Sequence for the CERT/AP-SE

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Hawaii Alternative Certification - Special Education

MTE 503 ................................................................. 0 credits
Orientation to Alternative Pathway Certificate
MTE 504 ~ .......................................................... 1 credit
Assessment of Effective Teaching
SPE 513 ~ .......................................................... 3 credits
Orientation to the Exceptional Child
SPE 546 ~ .......................................................... 3 credits
Special Education Methods
RDG 570 ~ .......................................................... 4 credits
Curriculum Constructs and Assessment: Reading and Language Arts for Special Education
SPE 573 ~ .......................................................... 3 credits
Characteristics of Exceptionalities
SPE 577 ~ .......................................................... 3 credits
Special Education Student Teaching
Select one (1) of the following Alternative Pathway Elective courses:
- SPE 512 ~ Special Education Assessment and Interpretation 3 credits
- SPE 559 ~ Characteristics of Learning Disabilities 3 credits
- SPE 574 ~ Characteristics of Intellectual/Developmental Disabilities 3 credits
- SPE 544 ~ Characteristics of Emotional & Behavioral Disorders 3 credits
- SPE 556 ~ Characteristics of Physical & Health Disabilities 3 credits
- SPE 575 ~ Inclusion Strategies of the Special Educator 3 credits

Additional Admission Requirements for the CERT/AP-SE
All applicants are expected to meet the following admission requirements:
- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree must have been taken from a regionally accredited institution. Coursework taken during an institution’s candidacy period is not acceptable for admission.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- All applicants must have a minimum of six months full-time teaching experience, or equivalent, at the level of the certificate they are requesting admittance to for the completion of course assignments.
- Demonstration of basic skills proficiency
- Verification of fingerprint clearance
- Effective for Enrollment Agreements signed 7/1/2016 or later, verification of immunization or TB test results (district specific) within one year.
- A signed Hawaii Alternative Pathways New Student Checklist.
- Students who reside outside of the US or US Territories are not eligible to apply.

Certificate Completion Requirements for the CERT/AP-SE
- Completion of a minimum of 20 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of teacher performance assessment.
- Satisfactory completion of any required student teaching courses.
- Completion of Field Experience assignments associated with course requirements.
- Completion of signature assignments.
- In order to receive state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The certificate awarded for the CERT/AP-SE program will read as: Alternative Pathway - Special Education

Academic Progression Requirements for the CERT/AP-SE
- Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
  - Passing scores on the designated state content knowledge exam.
- Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

Minimum Grade Requirement for the CERT/AP-SE
Candidates must earn a “B” or better in student teaching in order to complete the Hawaii Alternative Pathways program. Grades of “I” and “B-” are not acceptable. Students who do not receive a “B” or better will be placed on Scholastic Disqualification and will be required to repeat the seminars and student teaching: MTE 504, SPE 577
If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/AP-SE
Students in this program may waive a maximum of 3 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits. Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Alternative Pathway Elective credits may not be waived. Based upon the pre-assessment results faculty may recommend a specific elective course for the student to complete.

The following courses may not be waived: MTE 503, MTE 504, SPE 512, SPE 559, SPE 574, SPE 544, SPE 556, SPE 575, SPE 577

Student Teaching and Field Experience for the CERT/AP-SE
- Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
- Students must complete student teaching hours as noted below:
  - Special Education candidates must complete three (3) semester hours of supervised student teaching.
- Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of “F” by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
• Candidates who do not successfully complete the student teaching experience will be removed from the program and are not eligible for re-entry and are not eligible for admission to the MAED/SPE pre-licensure programs.

• Candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the teacher performance assessment.

• Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

Institutional Recommendation for the CERT/AP-SE
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).

Upon completion, candidates must complete a University of Phoenix diploma application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

• Candidates must pass their state-mandated professional knowledge exam.

• Candidates must provide verification of state and U.S. Constitution coursework as required by the state certification agency.

Re-entry for the CERT/AP-SE
• Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.

• Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

• Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Alternative Pathway/Elementary Education (Florida)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Alternative Pathway/Elementary Education is a certificate program that requires no prior teaching experience for the elementary teacher license in Florida. The program includes a clinical component. If students are not already in a classroom setting, student teaching will be required above and beyond the program coursework. As state licensure requirements may change frequently, students must contact the Florida Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

The Alternative Pathway/Elementary Education requires a minimum of 24 credits, which may come from a combination of required and elective courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-alt-e.

Program Purpose

The Alternative Pathway/Elementary Education is a certificate program intended to prepare students with no prior teaching experience for the elementary teacher license in Florida. The program includes a clinical component requiring student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Florida Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Required Course of Study for the CERT/ALT-E

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

MTE 507 ~ ................................................................................0 credits Orientation to Teacher Education
MTE 505 ~ .................................................................3 credits Child and Adolescent Development
MTE 518 ~ .................................................................3 credits Models, Theories, and Instructional Strategies
MTE 562 ~ .................................................................3 credits Assessment and Evaluation
MTE 522 ~ .................................................................3 credits Maintaining an Effective Learning Climate
RDG 549 ~ .................................................................4 credits Reading and Language Arts: Research Based Instructional Practices for Diverse Learners
ELM 598 ~ .................................................................4 credits Elementary Student Teaching Part A
ELM 599 ~ .................................................................4 credits
Students who reside outside of the US or US Territory are not

A signed Florida Alternative Pathways New Student Checklist.

Verification of fingerprint clearance

Demonstration of basic skills proficiency

The University reserves the right to modify the required course of

All applicants are expected to meet the following admissions
requirements:

• Students enrolled in this program must have an undergraduate
degree from a regionally accredited college or university or
equivalent undergraduate degree earned at a recognized foreign
institutions from regionally accredited institutions will not be accepted. All coursework for the undergraduate degree
must have been taken from a regionally accredited institution.
Coursework taken during an institution's candidacy period is
not acceptable for admission.

• A cumulative grade point average (GPA) of 3.0 on the
undergraduate degree posted transcript.

• All applicants must currently be employed or have access to a
suitable work environment for the completion of course
assignments.

• Demonstration of basic skills proficiency

• Verification of fingerprint clearance

• A signed Florida Alternative Pathways New Student Checklist.

• Students who reside outside of the US or US Territory are not
eligible to apply.

Minimum Grade Requirement for the CERT/ALT-E

Candidates must earn a "B" or better in student teaching in order to
complete the Florida Alternative Pathways program. Grades of "I"
and "B-" are not accepted. Students who do not receive a "B" or bet-
ter will be placed on Scholastic Disqualification and will be
required to repeat the seminars and student teaching: ELM 598,
ELM 599

If the candidate does not receive a grade of 'B' or better on the sec-
ond attempt, the candidate will be Scholastically Suspended, per-
manently withdrawn, from this program.

Certificate Completion Requirements for the CERT/ALT-E

• The completion of a minimum of 24 credits.

• A minimum grade point average (GPA) of 3.0.

• Satisfactory completion and uploading of the Teacher Work
Sample (TWS).

• Satisfactory completion of any required practicum/student
teaching courses.

• Completion of Field Experience assignments associated with
course requirements.

• Completion of signature assignments.

• In order to receive state certification, candidates may need to
meet other requirements as set forth by their state of residency.
Candidates are advised to check with their State Department of
Education for any additional certification requirements.

• The course must be comparable in content and be a minimum of
3 credits and must be an equivalent level or higher level course
(i.e. graduate level coursework may be used to waive graduate
or undergraduate coursework). Course descriptions must be
included with the course waiver form in order for the Office of
Admissions and Evaluation to review the course waiver request.

Student teaching may be waived with practical experience in
teaching. Practical experience in teaching may be satisfied by one
of the following methods:

• One year of full-time teaching experience in an elementary or
secondary school as specific in Rule 6A-4.002, F.A.C., or

• Six semester hours earned in a college student teaching or
supervised internship completed in an elementary or secondary
school.

Candidates who do not meet the above requirements will not have
their student teaching waived. However, candidates may be eligi-
able to complete their student teaching in the classroom where they
are currently employed as a full-time teacher. Students who are
already teaching in an appropriate environment will be evaluated
by a faculty supervisor in their classroom and will not have to seek
additional placement for student teaching. Students must be teach-
ing in the grade level and content area that corresponds with the
certification they are pursuing. Students must complete the student
teaching course and complete and upload the Teacher Work Sam-
ple.

The following courses in the Required Course of Study may not be
waived: MTE 507

Student Teaching and Field Experience for the CERT/ALT-E

• Student teaching is a full-time experience. Each campus
establishes operational policies related to placement and
completion of student teaching. Candidates must follow the
guidelines in place at their campus.

• Students must complete student teaching hours as noted below:

  • Elementary candidates must complete eight (8) semester
hours of supervised student teaching.

• Student teachers who are removed from a placement at the
request of a school district administrator will be withdrawn
from class and will be issued a grade of "F" by their faculty
member.

• Student teaching can only be repeated one time.

• Unapproved self-terminations of student teaching will result in
the candidate receiving a failing grade for the student teaching
experience and the associated student teaching seminar. This
experience counts as one of their two student teaching attempts.
Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry and are not eligible for admission to the MAED/TED pre-licensure programs.

Candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the Teacher Work Sample.

Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

**Re-entry for the CERT/ALT-E**

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may re-enter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before re-entry to the original program version will be approved.

Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.

Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

**Alternative Pathway/Secondary Education (Florida)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Alternative Pathway/Secondary Education is a certificate program that requires no prior teaching experience for the secondary teacher license in Florida. The program includes a clinical component. If students are not already in a classroom setting, student teaching will be required above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Florida Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

The Alternative Pathway/Secondary Education requires a minimum of 26 credits, which may come from a combination of required and elective courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-alt-s.

**Program Purpose**

The Alternative Pathway/Secondary Education is a certificate program intended to prepare students with no prior teaching experience for the secondary teacher license in Florida. The program includes a clinical component requiring student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Florida Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

**Required Course of Study for the CERT/ALT-S**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- MTE 507 ~ .......................................................... 0 credits Orientation to Teacher Education
- MTE 509 ~ .......................................................... 3 credits Child and Adolescent Development
- MTE 523 ~ ......................................................... 3 credits Maintaining an Effective Learning Climate
- MTE 562 ~ ......................................................... 3 credits Assessment and Evaluation
- MTE 564 ~ ......................................................... 3 credits Models, Theories and Strategies for Secondary Education
- MTE 565 ~ ......................................................... 3 credits Reading and Language Arts in Secondary Settings: Research Based Instruction Practices for Diverse Learners
- SEC 598 ~ ......................................................... 4 credits Secondary Student Teaching Part A
- SEC 599 ~ ......................................................... 4 credits Secondary Student Teaching Part B

Select one of the following courses:

- MTE 564 ~ ......................................................... 3 credits Curriculum Constructs and Assessment: Secondary Math
- SEI 503 ~ ......................................................... 3 credits Advanced Structured English Immersion Methods

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/ALT-S**

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree from a regionally accredited college or university or equivalent undergraduate degree earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree must have been taken from a regionally accredited institution. Coursework taken during an institution’s candidacy period is not acceptable for admission.
- A cumulative grade point average (GPA) of 3.0 on the undergraduate degree posted transcript.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
- Demonstration of basic skills proficiency
• Verification of fingerprint clearance
• A signed Florida Alternative Pathways New Student Checklist.
• Students who reside outside of the US or US Territory are not eligible to apply.

**Minimum Grade Requirement for the CERT/ALT-S**
Candidates must earn a "B" or better in student teaching in order to complete the Florida Alternative Pathways program. Grades of "I" and "B-" are not accepted. Students who do not receive a "B" or better will be placed on Scholastic Disqualification and will be required to repeat the seminars and student teaching; SEC 598, SEC 599.

If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from this program.

**Certificate Completion Requirements for the CERT/ALT-S**
- The completion of a minimum of 26 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion and uploading of the Teacher Work Sample (TWS).
- Satisfactory completion of any required practicum/student teaching courses.
- Completion of Field Experience assignments associated with course requirements.
- Completion of signature assignments.
- In order to receive state certification, candidates may need to meet other requirements as set forth by their state of residency.

Candidates are advised to check with their State Department of Education for any additional certification requirements.

The certificate awarded for the CERT/ALT-S program will read as: Alternative Pathway - Secondary Education.

**Academic Progression Requirements for the CERT/ALT-S**
- Candidates must provide verification of the following prior to beginning their student teaching experience. Candidates must provide:
  - Immunization or TB tests results (District specific)
  - Passing scores on the designated state content knowledge exam (secondary content area specific)
- Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

**Residency Requirements and Course Waivers for the CERT/ALT-S**
Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and be a minimum of 3 credits and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Student teaching may be waived with practical experience in teaching. Practical experience in teaching may be satisfied by one of the following methods:
- One year of full-time teaching experience in an elementary or secondary school as specific in Rule 6A-4.002, F.A.C., or
- Six semester hours earned in a college student teaching or supervised internship completed in an elementary or secondary school.

Candidates who do not meet the above requirements will not have their student teaching waived. However, candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching in the grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the Teacher Work Sample.

The following courses in the Required Course of Study may not be waived: MTE 507

**Student Teaching and Field Experience for the CERT/ALT-S**
- Student teaching is a full-time experience. Each campus establishes operational policies related to placement and completion of student teaching. Candidates must follow the guidelines in place at their campus.
- Students must complete student teaching hours as noted below:
  - Secondary candidates must complete eight (8) semester hours of supervised student teaching.
  - Student teachers who are removed from a placement at the request of a school district administrator will be withdrawn from class and will be issued a grade of "F" by their faculty member.
- Student teaching can only be repeated one time.
- Unapproved self-terminations of student teaching will result in the candidate receiving a failing grade for the student teaching experience and the associated student teaching seminar. This experience counts as one of their two student teaching attempts.
- Candidates who do not successfully complete the second student teaching experience will be removed from the program and are not eligible for re-entry and are not eligible for admission to the MAED/TED pre-licensure programs.
- Candidates may be eligible to complete their student teaching in the classroom where they are currently employed as a full-time teacher. Students who are already teaching in an appropriate environment will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for student teaching. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the student teaching course and complete and upload the Teacher Work Sample.
- Students should complete student teaching within twelve (12) months from the completion date of their last required course in the program.

**Re-entry for the CERT/ALT-S**
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching,
Principal Licensure Certificate Program (Utah)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Principal Licensure professional certificate program is designed for educators interested in obtaining a license as a P-12 school principal. The standards-based program is designed to provide principal candidates with the knowledge, skills, and dispositions necessary to be successful school leaders who can apply theory to practice. The program encompasses instructional leadership, organizational management, technology management, and data-driven decision-making. An administrative internship is an integral component of the program, providing candidates with a field-based experience in the various aspects of school administration and supervision.

For more information about our graduation rates, the median debt burden of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/plc.

Program Purpose

The Principal Licensure Certificate is a graduate-level certificate program intended to prepare candidates for K-12 school principal licensure in select states. The program includes a clinical component requiring field experiences and an administrative internship above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to design and implement school leadership practices to produce a positive impact on P-12 student learning.

• Students will be able to evaluate effective professional practice.

• Students will be able to apply professional ethics to their leadership practices.

• Students will be able to evaluate community factors to address the needs of diverse populations.

• Students will be able to evaluate research and synthesize information from multiple sources.

Required Course of Study for the PLC

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN 500</td>
<td>Orientation to Administration and Supervision</td>
<td>0</td>
</tr>
<tr>
<td>COM 516</td>
<td>Professional Communications</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 518</td>
<td>Leadership and Collaborative Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 570</td>
<td>Equity, Diversity, and Access in Education</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 555</td>
<td>School Policy and Law for Principals</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 524</td>
<td>Supervision of Curriculum, Instruction and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591A</td>
<td>Principal Internship Part I: Instructional Leadership</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 535</td>
<td>Principal Internship Part II: Organizational Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 560</td>
<td>Business and Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591B</td>
<td>Family, Community and Media Relations</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 575</td>
<td>School Improvement Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 591C</td>
<td>Principal Internship Part III: Professional Practice</td>
<td>1</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study. Program and Certification requirements are subject to change based on Department of Education or University Policy.

Additional Admission Requirements for the PLC

All applicants are expected to meet the following admissions requirements:

• A masters degree from a regionally accredited college or university or equivalent graduate degree earned at a recognized foreign institution.

• A minimum equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.

• The teaching or instructional experience must be as a contracted teacher in either a traditional or year-round public or private school.

• Teaching experience is defined as stand-up teaching or facilitation with a pre-school (P)-12 school-age population. The following constitutes teaching experience:

  * Verifiable (contracted) P-12 instructional classroom experience - 40 hours per week
Utah students in the MAED/ADM program can have experience as a licensed school counselor.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 3.0 on the graduate degree posted transcript is required for admission.
- A signed PLC New Student Checklist

Certificate Completion Requirements for the PLC
- Completion of a minimum of 28 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of the Administration Internship courses ADMIN 591A, ADMIN 591B, and ADMIN 591C.
- Completion of signature assignments.
- Completion of Field Experience Record.
- Students may need to meet additional requirements set forth by their State Department of Education.
- The certificate awarded for this program will read as: Principal Licensure Certificate.

Residency Requirements and Course Waivers for the PLC
Students in this program may waive a maximum of 6 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: COM 516, ADMIN 591A, ADMIN 591B, ADMIN 591C

Minimum Grade Requirement for the PLC
A candidate must earn a grade of "B" (grades of “I” and “B-” are not accepted) or better in the following courses: ADMIN 591A, ADMIN 591B, ADMIN 591C
Candidates who earn less than a grade of “B” in any of these courses must complete a remediation plan and repeat the course. If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended, permanently withdrawn, from the program.

Re-entry for the PLC
Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum and can complete within their original deadline may reenter their original program version. However, if the state certification requirements have changed since a candidate went out of attendance needing only student teaching, internship or practicum, in addition to the admissions paperwork required by the University Re-entry policy, the candidate must complete an Enrollment Agreement Addendum before reentry to the original program version will be approved.
Candidates who have been out of attendance for more than one year and are lacking courses in addition to their student teaching, internship or practicum must reenter the current program version and successfully complete all courses required by their reentry credit summary.
Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program. International students who have been out of attendance for more than 365 days will not be eligible to re-enter.

Institutional Recommendation for the PLC
- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR) for principal certification. Refer to the New Student Checklist and your state certification agency for specific requirements.
- Passing scores on state exam(s) for principal licensure.
- Upon completion, candidates must complete a University of Phoenix Diploma Application in order to receive a diploma and official transcript. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

CERTIFICATE PROGRAMS FOR THE COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY

Storage Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate program in Storage Management focuses on the tasks and skills involved in various information storage management job roles, and the technologies used to perform those tasks. The certificate includes information system fundamentals, foundations of networking, information systems security, storage and management of data, and cloud infrastructure. This certificate supports preparation for industry certifications relevant to information storage management.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-sm.

Program Category Requirements and Prerequisites for the CERT/SM
Courses requiring prerequisites are identified by a ~ symbol fol-
The certificate awarded for this program will read as:

University of Phoenix, 2016-2017

Completion of a minimum of 18 credits.

Certificate Completion Requirements for the CERT/SM

- Signed Hardware/Software Agreement
- Networking, 3 total credits
  - NTC 235 ~ .......................................................... 3 credits
  - Storage and Management of Data
  - NTC 260 ~ .......................................................... 3 credits
  - Foundations of Cloud Services

Residency Requirements and Course Waivers for the CERT/SM

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcribed from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a
student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following courses in the Required Course of Study may not be waived: NTC 270, NTC 275

Applied Capstone Policies for the CERT/SM

- Students in this program may elect to complete a Storage Management Applied Capstone course, NTC 270, to coincide with a real-world applied capstone location. The applied capstone course is 5 weeks in length and the real-world applied capstone location must be a minimum of 5 weeks in length to coincide with the Storage Management Applied Capstone course.
- Students must meet the following requirements prior to enrolling in NTC 270:
  - Must be in good academic standing. Good academic standing is defined as not on academic probation, academic disqualification, and no student code of conduct violation on their record.
  - Must receive campus Academic Affairs approval for the student's selected site.
- NTC 270 is 5 weeks in length. This course requires a minimum of 25 hours, or an average of 5 hours per week at an approved applied capstone location.
- If the applied capstone course is cancelled, terminated, or the student self-terminates from the approved applied capstone course location without campus Academic Affairs approval, the student will be withdrawn from class and will be issued a grade of “F” by their faculty member. Students must take NTC 275 Storage Management Capstone. Students will not be permitted to have a second attempt at passing the applied capstone course.
- If the applied capstone course is not completed with a passing grade, the student must take NTC 275 Storage Management Capstone. Students will not be permitted to have a second attempt at passing the applied capstone course.
- At the discretion of the Campus DAA or designee, outstanding student code of conduct issues may prevent a candidate’s progression to the applied capstone course experience until the issue is resolved.
  - The Student Code of Conduct applies to student behavior and actions that occur at approved real-world applied capstone locations.

Re-Entry for the CERT/SM

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Advanced Cyber Security Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Cyber Security Certificate concentrates on the concepts and principles of securing and protecting the information assets of the organization. The areas of information assurance, systems security, risk management, cryptography, cyber security and enterprise security are covered in this certificate. This program helps prepare for industry certifications such as the ISC2 Systems Security Certified Practitioner (SSCP) and Certified Information Systems Security Professional (CISSP).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-acs.

Program Categorization Requirements for the CERT/ACS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Cyber Security, 18 total credits**

Select 18 credits from the following:

- CMGT 230................................................................................ 3 credits
- Fundamentals of SSCP
- CMGT 400................................................................................ 3 credits
- Intro to Information Assurance & Security
- CMGT 430................................................................................ 3 credits
- Enterprise Security
- CMGT 431................................................................................ 3 credits
- Information Systems Security
- CMGT 432................................................................................ 3 credits
- Introduction to Cryptography
- CMGT 433................................................................................ 3 credits
- Cyber Security
- CMGT 442................................................................................ 3 credits
- Information Systems Risk Management

The University reserves the right to modify the required course of study.

**General Information for the CERT/ACS**

This certificate program may be taken on its own or may be earned en-route to earning a degree.

**Additional Admission Requirements for the CERT/ACS**

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• The activity must be comparable in content and semester with the
• The activity must have been completed within the past ten (10)
• The activity must have been completed at a regionally or

• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/ACS

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for this program will read as:
   Advanced Cyber Security (Undergraduate)

Residency Requirements and Course Waivers for the CERT/ACS

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
• The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
• The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.
• Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-Entry for the CERT/ACS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Advanced Software Developer Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Advanced Software Developer Certificate concentrates on principles of software application development. This certificate explores modern software development through the use of multiple modern application programming languages as well as mobile programming and software architecture principles. This program helps preparation for industry certifications such as the C++ Certified Professional Programmer, Oracle Certified Professional JAVA SE Associate and Professional Programmer (OCP) and Microsoft C# and VB certifications.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-asd.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology
graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

• Students will be able to explain and apply fundamentals of software application development.
• Students will be able to apply concepts learned toward industry certifications.

Program Category Requirements for the CERT/ASD
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Software Developer, 18 total credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA 385</td>
<td>Intro to Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CSS 422</td>
<td>Software Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MBL 400</td>
<td>Mobile Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MBL 402</td>
<td>Android Mobile Development</td>
<td>3</td>
</tr>
<tr>
<td>MBL 404</td>
<td>Android Mobile Implementation</td>
<td>3</td>
</tr>
<tr>
<td>MBL 406</td>
<td>iOS Mobile Development</td>
<td>3</td>
</tr>
<tr>
<td>MBL 408</td>
<td>iOS Mobile Implementation</td>
<td>3</td>
</tr>
<tr>
<td>MBL 410</td>
<td>Windows Mobile Development</td>
<td>3</td>
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<tr>
<td>MBL 412</td>
<td>Windows Mobile Implementation</td>
<td>3</td>
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<td>.NET I</td>
<td>3</td>
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<tr>
<td>POS 409</td>
<td>.NET II</td>
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<tr>
<td>PRG 410</td>
<td>C++ Programming I</td>
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<td>PRG 420</td>
<td>Java Programming I</td>
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<tr>
<td>PRG 421</td>
<td>Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td>VCT 340</td>
<td>Web Design with Dreamweaver®</td>
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<tr>
<td>WEB 407</td>
<td>Advanced Web Development</td>
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</tr>
<tr>
<td>WEB 436</td>
<td>Mobile Commerce</td>
<td>3</td>
</tr>
<tr>
<td>WEB 437</td>
<td>Web Commercialization</td>
<td>3</td>
</tr>
</tbody>
</table>

High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HSET examination with a passing score.

Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Residency Requirements and Course Waivers for the CERT/ASD
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Stu-
students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
• The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
• The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/ASD
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Programming Certificate (Undergraduate)
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The programming certificate focuses on the tasks involved in various programming management job roles, and the skills and technologies to perform those tasks. The certificate includes information system fundamentals and available coursework in logic for computer programming, programming in HTML5, C++, Java Programming, JavaScript applied to Microsoft Windows® and application development.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-prg.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to describe and explain fundamental programming concepts.
• Students will be able to apply fundamentals of programming.

Preferred Sequence for the CERT/PRG
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits
CIS 207 ..................................................................................3 credits
Information Systems Fundamentals
IT 200 ..................................................................................3 credits
Digital Skills for the 21st Century

Programming, 15 total credits
PRG 211 ~ .................................................................3 credits
Java Programming Fundamentals
PRG 215 ..................................................................................3 credits
PRG 218 ..................................................................................3 credits
Introduction to C/C++
PRG 280 ..................................................................................3 credits
PRG 281 ..................................................................................3 credits
PRG 282 ~ .................................................................3 credits
Windows Application Development using HTML5 and JavaScript
PRG 283 ..................................................................................3 credits
Windows Application Development using HTML5 and JavaScript II

The University reserves the right to modify the required course of study.

General Information for the CERT/PRG
This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/PRG
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/PRG
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their associate or bachelor program GPA falls below the minimum requirement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as:

Programming (Undergraduate)

Residency Requirements and Course Waivers for the CERT/PRG

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.

• The course must have been completed with a grade of “C” (2.0) or better during the effective dates of the approved articulation agreement.

• The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The Advanced Networking Certificate is designed to provide comprehensive coverage of networking tips including the OSI model, network topologies, network protocols, network operating systems, as well as network architecture, network design and management. Comprehensive coverage of local area, wide area, and wireless networks including performance and service levels are addressed in this concentration. This certificate also provides an exposure to network modeling and measuring of network performance. This program helps preparation for industry certifications such as the Microsoft Certified Solutions Associate (MCSA) and Expert (MCSE) as well as the CompTIA Linux+ Powered by LPI certification.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-an.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to apply fundamentals of networking.

• Students will be able to design and administer Windows Server infrastructure.

Program Category Requirements for the CERT/AN

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Re-entry for the CERT/PRG

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Advanced Networking Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

561
University of Phoenix, 2016-2017

Networking, 18 total credits
NTC 320 .......................................................... 3 credits
Network Design Associate
NTC 324 .......................................................... 3 credits
Windows Server Configuration
NTC 326 .......................................................... 3 credits
Administering Windows Server
NTC 328 .......................................................... 3 credits
Advanced Windows Services
NTC 362 .......................................................... 3 credits
Fundamentals of Networking
NTC 409 .......................................................... 3 credits
Global Network Architecture and Design
POS 433 .......................................................... 3 credits
UNIX Networking
NTC 340 .......................................................... 3 credits
Desktop Virtualization
NTC 345 .......................................................... 3 credits
Cloud Virtualization
NTC 350 .......................................................... 3 credits
Data Center Virtualization
NTC 412 .......................................................... 3 credits
Data Center Virtualization Administration
NTC 414 .......................................................... 3 credits
Data Center Virtualization Design
NTC 300 .......................................................... 3 credits
Cloud Technologies
NTC 302 .......................................................... 3 credits
Network Web Services

The University reserves the right to modify the required course of study.

General Information for the CERT/AN
This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/AN
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/AN
- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Advanced Networking (Undergraduate)

Residency Requirements and Course Waivers for the CERT/AN
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
- The activity must have been completed at a regionally approved nationally accredited, or candidate for accreditation, college or university or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
Re-entry for the CERT/AN
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Advanced Multimedia Development Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Advanced Multimedia Development Certificate focuses on the application of effective design principles in the development of various digital media. The skill set obtained in this certificate covers digital design, 3D design, image editing, web design, desktop publishing, electronic publishing and multimedia development. This program helps prepare students for employment in the software industry as software developers and designers. The program also helps the student to become an Adobe Certified Expert (ACE) as well as the Autodesk 3ds Max Design certification.

For more information about our program rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ammd.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to apply effective design principles.
• Students will be able to design various digital media.

Program Category Requirements for the CERT/AMMD
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Multimedia Development, 18 total credits
Select eighteen (18) credits
VCT 330 ................................................................. 3 credits
VCT 335 ................................................................. 3 credits
VCT 340 ................................................................. 3 credits
VCT 350 ................................................................. 3 credits
VCT 360 ................................................................. 3 credits
VCT 370 ................................................................. 3 credits
VCT 380 ................................................................. 3 credits
VCT 390 ................................................................. 3 credits
VCT 399 ................................................................. 3 credits
VCT 407 ................................................................. 3 credits
VCT 436 ................................................................. 3 credits
VCT 437 ................................................................. 3 credits
VCT 407 ................................................................. 3 credits
VCT 436 ................................................................. 3 credits
VCT 437 ................................................................. 3 credits

Additional Admission Requirements for the CERT/AMMD
• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
• Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/AMMD
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as: Advanced Multimedia Development (Undergraduate)
Residency Requirements and Course Waivers for the CERT/AMMD

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credit, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  - The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
  - The course must have been completed with a grade of “C” (2.0) or better during the effective dates of the approved articulation agreement.
  - The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experimental Learning (essay) credit is not eligible to waive courses in the required course of study. Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/AMMD

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Database Administration Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate program in Database Administration focuses on the tasks and skills involved in various database management job roles, and the technologies used to perform those tasks. The certificate includes information system fundamentals, logic for computer programming, database applications, querying and administering a SQL Server, managing the database environment, and applied database management. This concentration addresses the fundamental technical skills specified in the Microsoft® Certified Solutions Associate (MCSA) body of knowledge. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-da.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to describe and explain fundamentals of database administration.
- Students will be able to apply concepts from the Microsoft® Certified Solutions Associate (MCSA) body of knowledge.

Preferred Sequence for the CERT/DA

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 6 total credits

CIS 207 ................................................................. 3 credits
Information Systems Fundamentals
PRG 211~ ............................................................ 3 credits
Algorithms and Logic for Computer Programming
IT 200 ............................................................... 3 credits
Digital Skills for the 21st Century

Database Administration, 12 total credits

DBM 280~ ............................................................ 3 credits
Fundamentals of Access Database
The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/DA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Information Assurance and Security Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Information Assurance and Security Certificate offers coursework to successfully apply information technology theory and principles to address real world business opportunities and challenges. The coursework provides students with technical skills and interactive, hands-on experience in information systems, wireless networking, cyber security, cryptography, and systems security. This certificate concentrates on the concepts and principles of securing and protecting the information assets of the organization. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ias.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology...
graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to describe and explain fundamentals of networking.
- Students will be able to explain and apply information security concepts.
- Students will be able to describe and explain fundamentals of networking.

Preferred Sequence for the CERT/IAS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits

- CIS 207 .................................................................................3 credits
- Information Systems Fundamentals
- IT 200 ..................................................................................3 credits
- Digital Skills for the 21st Century

Information Security, 9 total credits

- CMGT 245 ~ ..........................................................................3 credits
- IS Security Concepts
- CMGT 230 ~ ..........................................................................3 credits
- Fundamentals of SSCP
- CMGT 232 ~ ..........................................................................3 credits
- Fundamentals of Cyber Security and Cryptography

Networking, 6 total credits

- NTC 247 ~ .............................................................................3 credits
- Wireless Networking Concepts
- POS 221 ~ .............................................................................3 credits
- Windows Server Configurations
- The University reserves the right to modify the required course of study.

General Information for the CERT/IAS

This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/IAS

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accredited body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HISET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/IAS

- Successful completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.

- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Information Assurance and Security (Undergraduate)

Residency Requirements and Course Waivers for the CERT/IAS

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/IAS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements / restrictions. Re-entry students should consult their Academic Advisor for guidance.
Multimedia Development Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The certificate in Multimedia Development offers coursework focused on technical knowledge and IT skills applied to multimedia and digital image design. This coursework provides students with technical skills and interactive, hands-on experience in electronic visual communication fundamentals, image manipulation, design fundamentals and multimedia development. This concentration covers the body of knowledge for the Adobe Certified Associate (ACA) exam.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-mmd.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to demonstrate technical knowledge and IT skills required for multimedia and digital design.
- Students will be to apply fundamentals of digital media design.

Preferred Sequence for the CERT/MMD
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits
CIS 207 ..................................................................................... 3 credits
Information Systems Fundamentals
IT 200 ..................................................................................... 3 credits
Digital Skills for the 21st Century

Multimedia Development, 12 total credits
VCT 236 ~ ............................................................................... 3 credits
Introduction to Image Editing and Formatting
VCT 221 ~ ............................................................................... 3 credits
Rich Media Communication Fundamentals
VCT 231 ~ ............................................................................... 3 credits
Video Communication Fundamentals
VCT 241 ~ ............................................................................... 3 credits
Electronic Publishing Fundamentals

Web Design, 3 total credits
WEB 240 ~ ............................................................................... 3 credits
Web Design Fundamentals

The University reserves the right to modify the required course of study.

General Information for the CERT/MMD
This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/MMD
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/MMD

- Successful completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for the program will read as: Multimedia Development (Undergraduate)

Residency Requirements and Course Waivers for the CERT/MMD

Students must meet the established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/MMD
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Cisco Networking Certificate (Undergraduate)
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Cisco Networking certificate offers coursework designed to help students acquire the knowledge to install, configure and operate Local Area Network (LAN), Wide Area Network (WAN) as well as routing and switching implementations and management. This certificate covers the body of knowledge for the Cisco® Certified Network Associate (CCNA®) exam in preparing the student to install and configure Cisco® switches and routers in multiprotocol internetworks using LAN and WAN interfaces. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ccna.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to apply Cisco networking technologies.

Preferred Sequence and Prerequisites
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits
CIS 207 ......................................................................................................................... 3 credits
IT 200 ......................................................................................................................... 3 credits
Digital Skills for the 21st Century
Cisco Networking, 12 total credits
CIT 245 ~ ............................................................................................................... 3 credits
Local Area Networking Fundamentals
CIT 249 ~ ............................................................................................................... 3 credits
Wide Area Network Environment
CIT 274 ~ ............................................................................................................... 3 credits
Routing and Switching Implementations
CIT 276 ~ ............................................................................................................... 3 credits
Routing and Switching Management
Information Security, 3 total credits
CMGT 245 ~ ........................................................................................................ 3 credits
IS Security Concepts
The University reserves the right to modify the required course of study.

General Information for the CERT/CCNA
This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/CCNA
All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/CCNA

• Successful completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 2.0.

• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for the program will read as: Cisco Networking (Undergraduate)

Residency Requirements and Course Waivers for the CERT/
CCNA
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/CCNA

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Desktop Support Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Desktop Support Certificate offers coursework in the technologies and methods necessary to provide technical support to information technology and computer system users. Students will learn the customer support aspects of personal computer desktop software applications, computer hardware and software according to the A+ body of knowledge, including diagnosis and solutions.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ds.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

- Students will be able to apply knowledge and skills in IT customer support.
- Students will be able to apply knowledge and skills in desktop support.

Preferred Sequence for the CERT/DS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits
CIS 207 ........................................................................................................ 3 credits
Information Systems Fundamentals
IT 200...................................................................................................... 3 credits

Digital Skills for the 21st Century
Desktop Support, 15 total credits
CIS 211 ~ ............................................................ 3 credits
Office Software Support Fundamentals
CIS 290 ~ ............................................................ 3 credits
Personal Computer Hardware Support
CIS 292 ~ ............................................................ 3 credits
Personal Computer OS Support
CIS 294 ~ ............................................................ 3 credits
Personal Computer Customer Support
CIS 296 ~ ............................................................ 3 credits
Computer Systems Maintenance

The University reserves the right to modify the required course of study.

General Information for the CERT/DS

This certificate program may be taken on its own or may be earned en-route to earning a degree.
Additional Admission Requirements for the CERT/DS

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body; GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/DS

• Successful completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for the program will read as:

Residency Requirements and Course Waivers for the CERT/DS

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/DS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Network Support Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Network Support Certificate offers coursework in the specific theories, competencies, and skills necessary for success as a network administrator. This certificate is developed with a focus on the Network+ body of knowledge including local area networks, wireless networks, and wide area networks.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-ns.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to explain network security concepts.
• Students will be able to apply fundamentals of networking.

Preferred Sequence for the CERT/NS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits

CIS 207 ........................................................................3 credits
Information Systems Fundamentals
IT 200 .................................................................3 credits
Digital Skills for the 21st Century

Networking, 12 total credits

NTC 245 ~ .................................................................3 credits
Foundation of Local Area Networks  
NTC 247 ~ ................................................................. 3 credits  
Wireless Networking Concepts  
NTC 249 ~ ................................................................. 3 credits  
Wide Area Networking Concepts  
POS 221 ~ ................................................................. 3 credits  
Windows Server Configurations

Information Security, 3 total credits  
CMGT 245 ~ ................................................................. 3 credits  
IS Security Concepts

The University reserves the right to modify the required course of study.

General Information for the CERT/NS  
This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/NS  
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

Certificate Completion Requirements for the CERT/NS  
- Successful completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- Re-entry students may re-enroll into their program version without restrictions. Re-entry students should consult their Academic Advisor for guidance.

Residency Requirements and Course Waivers for the CERT/NS  
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/NS  
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Web Administration Certificate (Undergraduate)  
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Web Administration Certificate focuses on the tasks involved in various web technology job roles, and the skills and technologies to perform those tasks. The coursework includes information system fundamentals, image editing and formatting, information systems security, website development, Internet business concepts and network technology. This certificate addresses the objectives specified in the CIW® Web Foundations, CompTIA® IT Fundamentals and CompTIA® Security+ certificates.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/
Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to explain network security concepts.
- Students will be able to design, develop and administer web-based solutions using professional principles and standards.

Preferred Sequence for the CERT/WA

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits
- CIS 207 Information Systems Fundamentals
- IT 200 Digital Skills for the 21st Century

Web Design, 9 total credits
- CIT 277 ~ Website Development Foundations
- CIT 278 ~ Internet Business Concepts
- CIT 279 ~ Network Technology Foundations

Information Security, 3 total credits
- CMGT 245 ~ IS Security Concepts

Multimedia Development, 3 total credits
- VCT 236 Introduction to Image Editing and Formatting

Certificate Completion Requirements for the CERT/WA
- Successful completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for the program will read as:
  - Web Administration (Undergraduate)

Residency Requirements and Course Waivers for the CERT/WA

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policies.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the SOC Transfer Tables requirements. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/WA
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/
restrictions. Re-entry students should consult their Academic Advisor for guidance.

A+ Fundamentals Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This program is designed to help students become competent in the areas of computer hardware installation, configuration, maintenance, networking, file management, security, and troubleshooting.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-aplus.

Note: Although the completion of courses for this certificate program does not result in A+ certification, there are course materials available including simulations, hands-on exercises, and video lectures which the student can use for certification preparation if they choose to take the certification exam.

Required Course of Study for the CERT/APLUS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Computer Hardware Support, 3 total credits
CIS 290 ~ ..................................................................................... 3 credits
Personal Computer Hardware Support

Computer Operating System (OS) Support, 3 total credits
CIS 292 ~ ..................................................................................... 3 credits
Personal Computer OS Support
CIS 296 ..................................................................................... 3 credits
Computer Systems Maintenance

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/APLUS

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- No work experience is required.

Certificate Completion Requirements for the CERT/APLUS

Credit Bearing Certificate completion requirements are the following:

- Completion of the 6 credits in the Required Course of Study.
- All students must meet residency requirements as set by the Dean for each Certificate program. Students who have completed the courses required for this certificate program as part of a University of Phoenix degree program are not eligible to enroll in and earn this certificate.
- A minimum program grade point average (GPA) of 2.0.
- The certificate awarded for this program will read as: A+ Fundamentals

Residency Requirements and Course Waivers for the CERT/APLUS

- Students may not waive any credits in this certificate program.
- The following courses in the required course of study may not be waived: CIS 290, CIS 292

Re-entry for the CERT/APLUS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Health Care Information Technology Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Health Care IT certificate offers coursework focused on technical knowledge and IT skills applied to health care business operations. This certificate focuses on technical skills and interactive, hands-on experience in Information Systems (IS) fundamentals, personal computer hardware and operating systems support, and Health Care Information Technology (HIT).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hit.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you com-
Students will be able to apply knowledge and skills in desktop support.

Students will be able to implement and support IT systems in the health care industry.

Required Course of Study for the CERT/HIT

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 3 total credits

CIS 208 Information Systems Fundamentals in Health Care 3 credits

Desktop Support, 6 total credits

CIS 296 Personal Computer Hardware Support 3 credits

Desktop Support, 6 total credits

HCS 235 Introduction to Health Care Industry Terms 3 credits

HCS 208 Computer Systems Maintenance 3 credits

IT 200 Information Systems Fundamentals in Health Care 3 credits

HIT Certificate Program of Study

CIS 298 Health Care Delivery in the U.S. 3 credits

HCS 235 Introduction to Health Care Industry Terms 3 credits

HCS 208 Computer Systems Maintenance 3 credits

IT 200 Information Systems Fundamentals in Health Care 3 credits

The University reserves the right to modify the required course of study.

General Information for the CERT/HIT

This certificate program may be taken on its own or may be earned en-route to earning an associate's degree.

Students who completed a certificate in its entirety and who later choose to enroll in an associate's program with a concentration in the same area of focus as the completed certificate will not earn a second certificate en-route to completing the associate's program.

Additional Admission Requirements for the CERT/HIT

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/HIT

• Successful completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 2.0.

Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

The certificate awarded for this program will read as: Health Care Information Technology

Students who have earned an Associate (A or B Track) or undergraduate degree in Information Technology may not receive a certificate in the same area of focus. Example: a student may not earn an AA IT/HIT Track A or B first and come back to earn an HIT certificate; however, students who have completed a certificate may return to receive an associate's or bachelor's in Information Technology with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the CERT/HIT

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of **C** (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following course(s) in the Required Course of Study may not be waived: CIS 298

Re-entry for the CERT/HIT

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without
appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Network+ Technologies Certificate**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

This program is designed to help students become competent in the areas of managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure. The program covers local area networks (LAN), wireless networking systems (W-LAN), and wide area networks (WAN).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/netplus.

Note: Although the completion of courses for this certificate program does not result in Network+ certification, there are course materials available including simulations, hands-on exercises, and video lectures which the student can use for certification preparation if they choose to take the certification exam.

**Required Course of Study for the NETPLUS**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- NTC 245 ~......................................................... 3 credits
- NTC 247 ~......................................................... 3 credits
- NTC 249 ~......................................................... 3 credits
- NTC 245, NTC 247, and NTC 249

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the NETPLUS**

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

- No work experience is required.

**Certificate Completion Requirements for the NETPLUS**

- Completion of a minimum of 9 credits of the required course of study to meet University residency requirements.
- All students must meet residency requirements as set by the Dean for each Certificate program. Students who have completed the courses required for this certificate program as part of a University of Phoenix degree program are not eligible to enroll in and earn this certificate.
- A minimum grade point average (GPA) of 2.0.
- The certificate awarded for this program will read as: Network+ Technologies

**Residency Requirements and Course Waivers for the NETPLUS**

Students may not waive any credits in this certificate program. The following courses in the required course of study may not be waived: NTC 245, NTC 247 and NTC 249

**Re-entry for the NETPLUS**

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Cisco Networking Fundamentals**

The following Cisco Networking Fundamentals (CCNA) certificate may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Cisco Networking Fundamentals certificate offers coursework designed to help students acquire the knowledge to install, configure and operate Local Area Network (LAN), Wide Area Network (WAN) as well as routing and switching implementations and management. This certificate covers the body of knowledge for the Cisco Certified Network Associate (CCNA®) exam in preparing the student to install and configure Cisco® switches and routers in multiprotocol internetworks using LAN and WAN interfaces.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/ccna

**Preferred Sequence for the CCNA**
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- CIT 245 ~ Local Area Networking Fundamentals: 3 credits
- CIT 249 ~ Wide Area Network Environment: 3 credits
- CIT 274 ~ Routing and Switching Implementations: 3 credits
- CIT 276 ~ Routing and Switching Management: 3 credits

The University reserves the right to modify the required course of study.

**Note: Students enrolled in this certificate program are ineligible to receive Federal Student Financial Aid.**

**Additional Admission Requirements for the CCNA**
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate, CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations, must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school attended and date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- No work experience is required.

**Certificate Completion Requirements for the CCNA**
- Completion of 12 credits in the Required Course of Study
- All students must meet residency requirements as set by the Dean for each Certificate program.
- A minimum grade point average (GPA) of 2.0.
- The certificate awarded for this program will read as: Cisco Networking Fundamentals

**Residency Requirements and Course Waivers for the CCNA**
- Students may not waive any credits in this certificate program.
- The following courses in the required course of study may not be waived: CIT 245, CIT 249, CIT 274, CIT 276

**Re-entry for the CCNA**
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

**Graduate Cyber Security Certificate**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment advisor for more information.

- The Graduate Cyber Security certificate will examine a number of methodologies and tools important to the discipline such as Information Systems Concepts; Financial Accounting; IS Auditing Processes; IT Governance and Management; Acquisition, Development, and Support of IS, and Information Assets Protection. Courses in this certificate can be used to help prepare for ISACA industry certifications.
- For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-g-cs.
- General Information for the CERT/G-CS

**Program Category Requirements for the CERT/G-CS**

- **Cyber Security, 18 total credits**
  - **Select Eighteen (18) Credits**
  - ACC 537 ~ Financial Accounting: 3 credits
  - BSA 505 ~ IS Auditing Processes: 3 credits
  - BSA 510 ~ IT Governance and Management: 3 credits
  - BSA 515 ~ Acquisition, Development and Implementation of IS: 3 credits
  - BSA 520 ~ Operations, Maintenance and Support of IS: 3 credits
  - BSA 525 ~ Information Assets Protection: 3 credits
  - CIS 568 ~ Information Systems Concepts: 3 credits

**Additional Admission Requirements for the CERT/G-CS**
All applicants are expected to meet the following admissions requirements:
An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor’s degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e-JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

Applicants must have access to a suitable work environment for the completion of course assignments.

A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/G-CS

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 3.0.
  - Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
  - Students earning this certificate en-route to completion of a graduate program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Cyber Security

Residency Requirements and Course Waivers for the CERT/G-CS

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better;
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-CS

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Business Analytics Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Graduate Business Analytics Certificate is designed to provide specific theories, competencies, and skills necessary for success in the field of Business Analytics. This certificate will examine a number of methodologies and tools important to the discipline such as Information Systems Concepts, Database Management, Statistics, IT Architecture, Data Relationship Management, Customer Relationship Management, Analytic Programming and Statistical Business Analytics. Courses in this certificate can be used to help prepare for Oracle and SAS industry certifications.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-g-ba

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to develop and plan for the maintenance of databases for storage of business data and use in business analytics.
- Students will be able to retrieve and analyze data using appropriate statistical operations for use in decision making within an organization.

Required Course of Study for the CERT/G-BA

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Students must select 18 credits from the following course selections:

- BSA 530.................................................................3 credits
- IT Architecture
- BSA 540.................................................................3 credits
- Data Relationship Management
- BSA 550.................................................................3 credits
- Customer Relationship Management
- BSA 570.................................................................3 credits
The certificate awarded for this program will read as:

The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-BA

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Graduate Information Systems Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Graduate Information Systems Management Certificate is designed to provide Information Systems Professionals an essential understanding of the Information Systems and Business environment in which they will work. This certificate contains courses on information systems, programming concepts, database management, and information system leadership. The certificate also provides an understanding of business areas such as accounting, marketing and human resources and their importance for an information systems leader.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-g-ism.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Information Systems and Technology graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

• Students will be able to apply knowledge and skills to manage business systems.

### Certificate Completion Requirements for the CERT/G-BA

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 3.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a graduate program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Business Analytics

### Residency Requirements and Course Waivers for the CERT/G-BA

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;

Analytic Programming
BSA 580...................................................................................3 credits

Statistical Business Analytics
CIS 568...................................................................................3 credits

Information Systems Concepts
DBM 502...................................................................................3 credits

Database Management
MTH 540...................................................................................3 credits

Statistics

The University reserves the right to modify the required course of study.

### General Information for the CERT/G-BA

This certificate program may be taken on its own or may be earned en-route to earning a graduate degree.

### Additional Admission Requirements for the CERT/G-BA

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.
- Signed Hardware/Software Agreement

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Database Management</td>
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<tr>
<td>Information Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate Completion Requirements for the CERT/G-BA

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 3.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a graduate program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Business Analytics

### Residency Requirements and Course Waivers for the CERT/G-BA

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>
• Students will be able to determine business information system needs through analysis and planning.

Required Course of Study for the CERT/G-ISM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). Students must select 18 credits from the following course selections:

BSA 500 ................................................................. 3 credits
Business Systems I
BSA 502 ................................................................. 3 credits
Business Systems II
CIS 532 ................................................................. 3 credits
Information Systems Leadership
CIS 568 ................................................................. 3 credits
Information Systems Concepts
CSS 562 ............................................................... 3 credits
Programming Concepts
DBM 502 ............................................................... 3 credits
Database Management

The University reserves the right to modify the required course of study.

General Information for the CERT/G-ISM

This certificate program may be taken on its own or may be earned en-route to earning a graduate degree.

Additional Admission Requirements for the CERT/G-ISM

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or comparable undergraduate bachelor's degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e. JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• Applicants must have access to a suitable work environment for the completion of course assignments.

• A cumulative grade point average (GPA) of 2.5 for all undergraduate coursework on the undergraduate degree posted transcript is required for admission.

• Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/G-ISM

• Completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 3.0.
  • Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
  • Students earning this certificate en-route to completion of a graduate program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as: Graduate Information Systems Management

Residency Requirements and Course Waivers for the CERT/G-ISM

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;

• The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better;

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-ISM

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version. Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF SECURITY AND CRIMINAL JUSTICE

Enterprise Security Administration Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

Enterprise Security is focused on applying a comprehensive structure to an organization’s security processes, systems, and personnel so that they align with the organization’s strategic goals and direction. This program aligns with ASIS International’s Certified Protection Professional knowledge domains to ensure students obtain the skills and training necessary to function in a global security environment.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-esa.

Program Purpose

The Enterprise Security Administration (ESA) Certificate is an educational certificate that provides a foundation of knowledge to pursue a career in security management with a public or private agency concentrating in personnel security, executive protection and investigations. This certificate does not prepare students for any type of professional certification or licensure.

Preferred Sequence and Prerequisites for the CERT/ESA

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

SEC 311 ~ Security Management Fundamentals ..........................3 credits

SEC 371 ~ Finance and Budgeting Practices .............................5 credits

SEC 431 ~ Principles of Investigation .........................................3 credits

SEC 411 ~ Physical Security .....................................................3 credits

SEC 421 ~ Personnel Security and Executive Protection .............3 credits

SEC 491 ~ Enterprise Security Administration Capstone ..........3 credits

The University reserves the right to modify the required course of study.

The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/ESA

A Credit Bearing Certificate program is one that bears UOPX credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School.

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body. GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes online are required to meet all admission requirements. An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- Minimum of one year full-time post high school work experience in Security field or closely related experience is required.

- Signed Acknowledgement Form

Certificate Completion Requirements for the CERT/ESA

- Completion of a minimum of 18 credits.

- A minimum grade point average (GPA) of 2.0.

- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

- The certificate awarded for this program will read as: Enterprise Security Administration (Undergraduate)

Residency Requirements and Course Waivers for the CERT/ESA

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the required course of study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the
Required Course of Study: a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student's required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-Entry for the CERT/ESA

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Physical Security Operations Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

An in depth understanding of physical security principles is requisite to protecting critical infrastructure, organizational assets, and personnel in today’s global environment. This program aligns with ASIS International’s Physical Security Professional knowledge domains to ensure students are obtaining advanced skills and training in threat assessment, risk analysis, integrated physical security systems, and the appropriate identification, implementation, and ongoing evaluation of security measures.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-psoc.

Program Purpose

The Physical Security Operations (PSO) Certificate is an educational certificate that provides a foundation of knowledge to pursue a career in security management with a public or private agency concentrating in security systems measures, threat assessment and physical security. This certificate does not prepare students for any type of professional certification or licensure.

Preferred Sequence and Prerequisites for the CERT/PSO

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 319</td>
<td>Computers and Information Processing in Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>SEC 371</td>
<td>Finance and Budgeting Practices</td>
<td>3 credits</td>
</tr>
<tr>
<td>SEC 401</td>
<td>Threat and Vulnerability Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>SEC 411</td>
<td>Physical Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>SEC 489</td>
<td>Implementation of Security System Measures</td>
<td>3 credits</td>
</tr>
<tr>
<td>SEC 490</td>
<td>Physical Security Operations Capstone</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/PSO

A Credit Bearing Certificate program is one that bears UOPX credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School.

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body; GED certificate or HSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• Minimum of one year full-time post high school work experience in Security field or closely related experience is required.

• Signed Acknowledgement Form

Certificate Completion Requirements for the CERT/PSO
• Completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 2.0.

• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as: Physical Security Operations (Undergraduate)

Residency Requirements and Course Waivers for the CERT/PSO
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the required course of study, must be completed at University of Phoenix. Students in this program may waive a maximum of 3 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

• The activity must have been completed within the past ten (10) years (3 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘C’ (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-Entry for the CERT/PSO
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.

• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

• Select programs may have additional re-entry requirements/ restrictions. Re-entry students should consult their Academic Advisor for guidance.

Criminal Justice Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Criminal Justice Management certificate area coursework is designed to give learners a depth of understanding concerning the management and administrative skills necessary to effectively run organizations in the various domains of criminal justice system. The courses included in this degree concentration focus primarily on the management and administration skill sets associated with the police, the courts, and with corrections. The theories and principles behind criminal justice are also examined. Students learn about policies, procedures associated with management functions, as well as many administrative practices and factors impacting criminal justice agency operations. This will not only give you the insight into what these specific departments are and what they do, but how to maintain and evaluate organizational operations from an administrative viewpoint. The certificate does not lead to certification; however the coursework alignment provides an emphasis of academic content that upon mastery is a source of in depth knowledge and skills for effectively managing criminal justice organizations.

For more information about our graduation rates, the median debt
of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-cjm.

Required Course of Study for the CERT/CJM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

CJA 395 ~ .................................................................................. 3 credits
Current Issues/Futures in Criminal Justice Management
CJA 444 ~ .................................................................................. 3 credits
Organizational Behavior and Management
CJA 454 ~ .................................................................................. 3 credits
Criminal Justice Management Theory and Practice
CJA 474 ~ .................................................................................. 3 credits
Managing Criminal Justice Personnel
CJA 475 ~ .................................................................................. 3 credits
Forecasting and Strategic Planning
CJA 484 ~ .................................................................................. 3 credits
Criminal Justice Administration Capstone

The University reserves the right to modify the required course of study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements.

Additional Admission Requirements for the CERT/CJM

All applicants are expected to meet the following admissions requirements:

• High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

• A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

• Signed Acknowledgement Form

A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

Certificate Completion Requirements for the CERT/CJM

• Completion of a minimum of 18 credits.

• A minimum grade point average (GPA) of 2.0.

• Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

• The certificate awarded for this program will read as: Criminal Justice Management (Undergraduate)

Additional Residency Requirements and Course Waivers for the CERT/CJM

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

• The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.

• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following courses in the required course of study may not be waived: CJA 484

Re-entry for the CERT/CJM

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program

583
requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Critical Incident Response Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Critical Incident Response certificate is to academically prepare students from diverse backgrounds for positions as private industry security practitioners. Students actively participating in the Critical Incident Response certificate program will receive core instruction to:
- Introduce Security Management business and security issues, including the role of the Chief Security Officer.
- Review the facilities of physical security measures, including active and passive protection systems.
- Review personal security measures including employee, general public and VIP protection systems and methods.
- Address global socioeconomic, political, and environmental security issues as well as an introduction to the US State Department International Traffic in Arms Regulation and the US Commerce Department Export Administration Regulations on global business operations.
- Address domestic and international terrorism and its impact on corporate security operations as well as national security interest and its impact on international operations.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-cir.

Required Course of Study for the CERT/CIR

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

SEC 311 ~ Security Management Fundamentals ............................................. 3 credits
SEC 411 ~ Physical Security ........................................................................ 3 credits
SEC 421 ~ Personnel Security and Executive Protection ............................. 3 credits
SEC 451 ~ Global Security Issues ................................................................ 3 credits
SEC 461 ~ Terrorism ................................................................................... 3 credits
SEC 471 ~ Critical Incident Management .................................................. 3 credits

The University reserves the right to modify the required course of study. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/CIR

All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- Signed Acknowledgement Form

Certificate Completion Requirements for the CERT/CIR

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Critical Incident Response (Undergraduate)

Residency Requirements and Course Waivers for the CERT/CIR

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at the University of Phoenix. Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previ-
uous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/CIR

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Asset Protection/Loss Prevention Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The mission of the Asset Protection Loss Prevention certificate is to develop critical thinking, creative decision-making, and management capabilities of public and private industry security practitioners that will enable professional success. Specifically, the program prepares graduates to employ current security, management, and leadership theories and evidence-based practices to:

- Introduce the development of emergency response plan including risk assessments
- Introduce processes that facilitate an enhanced understanding of global and national security implications, as well as procedures to mitigate potential risks.
- Develop critical thinking skills that facilitate improved security management decision making.
- Introduce the theoretical underpinnings of homeland security risk management and presents principles and practices that support public safety programs.
- Introduce the practice of avoidance, minimization, or elimination of unacceptable risks to an enterprise, including loss prevention.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-aplp.

Required Course of Study for the CERT/APLP

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SEC 200</td>
<td>Emergency Management and Response</td>
<td>3</td>
</tr>
<tr>
<td>SEC 210</td>
<td>Physical Asset Protection</td>
<td>3</td>
</tr>
<tr>
<td>SEC 220</td>
<td>Critical Thinking in Security Management</td>
<td>3</td>
</tr>
<tr>
<td>SEC 230</td>
<td>Homeland Security and Public Safety</td>
<td>3</td>
</tr>
<tr>
<td>SEC 240</td>
<td>Loss Prevention and Supply Chain Security</td>
<td>3</td>
</tr>
<tr>
<td>SEC 250</td>
<td>Cyber Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Introduces processes that facilitate an enhanced understanding of global and national security implications, as well as procedures to mitigate potential risks.

The University reserves the right to modify the required course of study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/APLP

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

• Signed Acknowledgement Form

Certificate Completion Requirements for the CERT/APLP

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• Students earning the certificate en-route will only be placed on Academic Probation if their associate program GPA falls below the minimum requirement.
• Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for this program will read as:
  Asset Protection - Loss Prevention (Undergraduate)

Residency Requirements and Course Waivers for the CERT/APLP

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

• The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
• The activity must have been completed within the past ten (10) years (5 years for Is&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
• Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.

Re-entry for the CERT/APLP

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Cybercrimes Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Cybercrimes certificate area coursework provides students with the basic knowledge and skills needed to recognize relevant sources of electronic evidence and determine how electronic evidence can be used in court proceedings and as part of an organizational security plan. The concentration combines academic instruction in criminal justice and cybercrime domains to include: the evolution of cybercrime, cybercrime forensics, electronic evidence gathering, and cybercrime investigation and prevention.

Students are prepared to provide services in a variety of private and public settings within the criminal justice domains of policing, the courts, corrections, and security organizations. The certificate does not lead to specific industry certification; however, the coursework alignment is an emphasis of academic content and skills based knowledge designed to develop a strong foundational understanding of cybercrime models and issues.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-cyb.

Required Course of Study for the CERT/CYB

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

BCC 395 ~.................................................................................3 credits
Contemporary Issues and Futures in Cybercrimes

BCC 400 ~.................................................................................3 credits
Information Systems Fundamentals

BCC 401 ~.................................................................................3 credits
Cybercrimes in the 21st Century

BCC 402 ~.................................................................................3 credits
Cybercrime and Role of Law Enforcement Security Personnel

BCC 403 ~.................................................................................3 credits
Global Technology and Cybercrime

CJA 484 ~.................................................................................3 credits
Criminal Justice Administration Capstone

The University reserves the right to modify the required course of
study.

The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/CYB
All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.
- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.
- An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
- A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.
- Signed Acknowledgement Form
- A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

Certificate Completion Requirements for the CERT/CYB

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Cybercrimes (Undergraduate)

Additional Residency Requirements and Course Waivers for the CERT/CYB

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy. The following courses in the required course of study may not be waived: CJA 484

Re-entry for the CERT/CYB

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline. Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Human Services and the Criminal Justice System Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Students may want to consider completing certain courses in the Online classroom at Online rates if the program is available via the Online modality in their state. Please contact your enrollment representative for more information.

The Human Services and the Criminal Justice System certificate area coursework is intended to give graduates knowledge and
basic skills to work in human services and helping domains of the criminal justice system. This particular certificate concentration represents an integrated program combining academic instruction in criminal justice with applied skills for students whose goal is a career in the areas of the system where basic skills in interviewing, case management, mental health interventions, advocacy and mediation are required. Human Services certificate does not lead to a particular industry certification; however, graduates are prepared to provide services in a variety of institutional and community settings within the criminal justice domains of policing, the courts, institutional and community corrections.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at http://www.phoenix.edu/programs/cert-hscj.

Required Course of Study for the CERT/HSCJ

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- CJHS 395: Issues and Futures in Human Services in Criminal Justice 3 credits
- CJHS 400: Theory and Practice: Human Services in Criminal Justice 3 credits
- CJHS 410: Mental Health and Crisis Interventions in Criminal Justice 3 credits
- CJHS 420: Case Management and Services Provided in Criminal Justice 3 credits
- CJHS 430: Collaborative Services in Criminal Justice 3 credits
- CJA 484: Criminal Justice Administration Capstone 3 credits

The University reserves the right to modify the required course of study. The University’s Criminal Justice programs are educational degree programs. For those interested in pursuing a career in law enforcement, corrections or as a peace officer with any particular local, state, federal or international agency, there are numerous additional qualifications (and often disqualifications) depending on the position. Before enrolling in a Criminal Justice program, potential students are highly encouraged to check with the relevant agency for a complete list of position requirements. The University makes no representations regarding whether any particular University program will qualify a graduate for any such position.

Additional Admission Requirements for the CERT/HSCJ

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas or are accredited or a candidate for accreditation at the time the student attended by an acceptable accrediting body, GED certificate or CHSPE (California High School Proficiency Examination) certificate, or completion of the HiSET examination with a passing score.

- Tennessee: Students residing in Tennessee who are attending classes via the Online modality and students attending a local campus in Tennessee, including from any cross-border locations must provide the university with an official High School transcript or official GED score (if applicable). A college transcript which documents high school date of completion or a copy of a DD-214 showing high school graduation or equivalency may be submitted to satisfy this requirement.

- An associate’s degree or higher from a regionally or approved nationally accredited college or university, or candidate for accreditation, or foreign equivalent program earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

- Signed Acknowledgement Form

- A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

Certificate Completion Requirements for the CERT/HSCJ

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.

- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.

- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

- The certificate awarded for this program will read as: Human Services and the Criminal Justice System (Undergraduate)

Additional Residency Requirements and Course Waivers for the CERT/HSCJ

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
Online modality in their state. Please contact your enrollment
Online classroom at Online rates if the program is available via the
states. Students may want to consider completing certain courses in the
Re-entry for the CERT/HSCJ

...........................................................................................
representative for more information.
availability of programs and concentrations depend on student demand
Criminal Justice Security Certificate (Undergraduate)
gram applicable course is considered a re-entry student.
any student who has been out of attendance for more than 365
days from the last date of positive recorded attendance in a pro-
gram applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without
appeal if the program version is still the most current in their state
or jurisdiction and the student has the ability to satisfy all program
requirements within their original program completion deadline.
Re-entry students whose program version is not the most current
in their state or jurisdiction will be required to enroll into the most
current version.
Select programs may have additional re-entry requirements/
restrictions. Re-entry students should consult their Academic
Advisor for guidance.

Criminal Justice Security Certificate (Undergraduate)

The following certificate program may be offered at these University of
Phoenix campus locations: Online, depending on state of residence. The
availability of programs and concentrations depend on student demand
and other factors. Not all programs may be available to all residents of all
states. Students may want to consider completing certain courses in the
Online classroom at Online rates if the program is available via the
Online modality in their state. Please contact your enrollment
representative for more information.

The Criminal Justice Security certificate area coursework is
intended to give graduates knowledge and basic skills to work in
Homeland Security and other areas of the criminal justice system
that deal with terrorism, counterintelligence and analysis. This par-
ticular certificate concentration represents an integrated program
combining academic instruction in criminal justice with applied
skills for students whose goal is a career in the areas of the system
where basic skills in analysis, risk management, counterterrorism,
critical infrastructure and management are required. Security grad-
uates are prepared to provide services in a variety of private and
public settings within the criminal justice domains of policing, the
courts, corrections and security organizations. The certificate does
not lead to specific industry certification; however, the coursework
alignment provides an emphasis of academic content and skills
that support effective security practices and in depth knowledge of
security related issues.
For more information about our graduation rates, the median debt
of students who completed the program, and other important
information, please visit our website at http://www.phoenix.edu/

• The activity must be comparable in content and semester
academic credits to the University course it is replacing and
must be an equivalent level or higher level course (i.e. graduate
level coursework may be used to waive graduate or
undergraduate coursework). Course descriptions must be
included with the course waiver form in order for the Office of
Admissions and Evaluation to review the course waiver request.
Experiential Learning (essay) credit is not eligible to waive courses
in the required course of study.
Eligible students who have attended a SOC Member Institution
and have successfully completed equivalent courses according to
the SOC Transfer Tables may transfer all equivalent courses into a
student’s required course of study as a waiver if the courses meet
the minimum grade and timeframe as stated in policy.
The following courses in the required course of study may not be
waived: CJA 484
Re-entry for the CERT/HSCJ

Any student who has been out of attendance for more than 365
days from the last date of positive recorded attendance in a pro-
gram applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without
appeal if the program version is still the most current in their state
or jurisdiction and the student has the ability to satisfy all program
requirements within their original program completion deadline.
Re-entry students whose program version is not the most current
in their state or jurisdiction will be required to enroll into the most
current version.
Select programs may have additional re-entry requirements/
restrictions. Re-entry students should consult their Academic
Advisor for guidance.

Required Course of Study for the CERT/SEC

Courses requiring prerequisites are identified by a ~ symbol
following the course number. Course descriptions for all courses
are listed in the Course Guide section of the catalog (page B-1).
BSS 395 .................................................................................. 3 credits
Contemporary Issues and Futures in Security
BSS 480 .................................................................................. 3 credits
Risk Management Perception and Communication
BSS 481 .................................................................................. 3 credits
Counterterrorism Intelligence and Analysis
BSS 482 .................................................................................. 3 credits
Securing Critical Infrastructure and Cyberspace
BSS 483 .................................................................................. 3 credits
World View of Homeland Security
CJA 484 ~ .................................................................................. 3 credits
Criminal Justice Administration Capstone

The University reserves the right to modify the required course of
study.
The University’s Criminal Justice programs are educational degree
programs. For those interested in pursuing a career in law enforcement,
corrections or as a peace officer with any particular local, state, federal
or international agency, there are numerous additional qualifications (and
often disqualifications) depending on the position. Before enrolling in a
Criminal Justice program, potential students are highly encouraged to
check with the relevant agency for a complete list of position requirements.
The University makes no representations regarding whether any
particular University program will qualify a graduate for any such
position.

Additional Admission Requirements for the CERT/SEC

All applicants are expected to meet the following admissions
requirements:
• High school graduation from an institution that holds state
approval to confer high school diplomas or are accredited or a
candidate for accreditation at the time the student attended by
an acceptable accrediting body, GED certificate or CHSPE
(California High School Proficiency Examination) certificate, or
completion of the HiSET examination with a passing score.
• Tennessee: Students residing in Tennessee who are attending
classes via the Online modality and students attending a
local campus in Tennessee, including from any cross-border
locations must provide the university with an official High
School transcript which documents high school date of
completion or a copy of a DD-214 showing high school
graduation or equivalency may be submitted to satisfy this
requirement.
• An associate’s degree or higher from a regionally or approved
nationally accredited college or university, or candidate for
accreditation, or foreign equivalent program earned at a
recognized foreign institution. If the institution became
accredited while the student was attending, a minimum of 75%
of the coursework taken toward the degree must have been
completed while the institution was accredited or during the
candidacy period.
• A minimum of one year full-time post high school work
experience in the Criminal Justice industry is required.
• Signed Acknowledgement Form
• A minimum of one year full-time post high school work experience in the Criminal Justice industry is required.

Certificate Completion Requirements for the CERT/SEC
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
  • Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
  • Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
• The certificate awarded for this program will read as: Criminal Justice Security (Undergraduate)

Additional Residency Requirements and Course Waivers for the CERT/SEC
Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 3 credits from their required course of study.
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  • The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  • The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  Eligible students who have attended a SOC Member Institution and have successfully completed equivalent courses according to the SOC Transfer Tables may transfer all equivalent courses into a student’s required course of study as a waiver if the courses meet the minimum grade and timeframe as stated in policy.
The following courses in the required course of study may not be waived: CJA 484

Re-entry for the CERT/SEC
Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction and the student has the ability to satisfy all program requirements within their original program completion deadline.
Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult their Academic Advisor for guidance.

Certificate Awards
Upon completion of all courses in a certificate program and submission of the Request for Certificate form, a certificate of completion and a certificate posted transcript will be processed.

Accreditation and Affiliations
The following agencies have supported the development of the certificate program that relates to their specific field:
• The Society for Human Resource Management (SHRM)
• Project Management Institute (PMI), Globally Registered Education Provider (R.E.P)
• Call Center Industry Advisory Council (CIAC)

NONCREDIT-BEARING PROGRAMS

School of Continuing Education provides noncredit instructional opportunities for a variety of learners to develop their knowledge, build essential skills, and expand career paths in flexible and dynamic formats. The professional development courses and programs offered through the School of Continuing Education are documented on an official University of Phoenix noncredit transcript designated for the School of Continuing Education.
School of Continuing Education students must adhere to the standard University of Phoenix student and university policies.
Students intending to use professional development courses to satisfy professional development courses taken at University of Phoenix will satisfy such requirements.
Professional development educational measurements differ based on category.
Continuing Education Units (CEU) are awarded at the ratio of 10 hours of qualified instruction to 1 CEU.
Professional Development Units (PDU) are awarded at the ratio of 1 hour of qualified instruction to 1 PDU.
Contact Hours are awarded at the ratio of 60 minutes of qualified instruction to 1 contact hour.

Grading Procedures
Formal grade reports are available through the student web site upon completion of each course. Grade reports indicate the course
taken, credits received, and grade assigned. A student who has failed to make payment for tuition of a course will have the grade withheld until payment is made. Faculty members are required to post final grades within seven days of completion of the course.

P = Passing. Student satisfactorily completed the course.
F = Failing. Student performance demonstrates unsatisfactory or below minimally acceptable achievement in accomplishing course goals and objectives.
W = Withdrawal
Student withdrawn due to exceeding the maximum allowable absences from the course or has been administratively withdrawn by the university. A "W" grade will be issued in the following scenarios:
- The student recorded positive class attendance in at least one scheduled class and failed to meet the class attendance requirements due to exceeding the maximum allowable absences.
- The student recorded positive class attendance in at least one scheduled class and has been administratively withdrawn from the university and/or program during.

Grade Disputes and Grade Corrections

Students should raise concerns or questions about perceived assignment and course grading errors directly with faculty promptly after receiving feedback and grades. No one other than the faculty member teaching the course may determine assignment or course grades for a student. Students are not allowed to submit extra work to raise their grade. Students' grades represent the work and knowledge level attained within the regularly scheduled course dates.

Grades on individual assignments may be changed by the faculty at any time while the course is in session. Students' grades may not be changed by the faculty member after final grades have been submitted unless the student initiates the grade dispute process or if the faculty member determines the original grade was improperly calculated.

Students disputing a grade received may contact their Academic Representative, who will assist the student with initiating a grade dispute. However, the decision regarding whether to change the grade rests solely with the faculty member. A grade dispute must be initiated within six (6) weeks of the grade posting date. Grade disputes are not appealable beyond the campus level.
<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Single Course Application Fee (non degree seeking)</td>
<td>$ 45.00</td>
<td>At time of application.</td>
</tr>
<tr>
<td>Credit Recognition Program/Tuition Per Credit</td>
<td>$ 250.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Tuition Per Credit Associates</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>School of Business (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>School of Business (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>School of Nursing (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>School of Nursing (Level 300 and Level 400)</td>
<td>$ 510.00</td>
<td></td>
</tr>
<tr>
<td>School of Health Services Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>School of Health Services Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td></td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Level 300 and Level 400)</td>
<td>$ 610.00</td>
<td></td>
</tr>
<tr>
<td>Please note that there are exceptions to the general college rate as listed below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSP (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>BSP (Level 300 and Level 400)</td>
<td>$ 585.00</td>
<td></td>
</tr>
<tr>
<td>College of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>College of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Level 300 and Level 400)</td>
<td>$ 420.00</td>
<td></td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.
+Resource fees are mandatory and encompass course electronic textbooks and materials, the University library, eBook collection, math labs, programming software, the Centers for Math and Writing Excellence, and Phoenix Career Services.
<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Humanities and Sciences (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>College of Humanities and Sciences (Level 300 and Level 400)</td>
<td>$ 630.00</td>
<td></td>
</tr>
<tr>
<td>Please note that there are exceptions to the general college rate as listed below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSEVS (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>BSEVS (Level 300 and Level 400)</td>
<td>$ 450.00</td>
<td></td>
</tr>
<tr>
<td>BAENG (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>BAENG (Level 300 and Level 400)</td>
<td>$ 450.00</td>
<td></td>
</tr>
<tr>
<td>BSBIO (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>BSBIO (Level 300 and Level 400)</td>
<td>$ 435.00</td>
<td></td>
</tr>
<tr>
<td>BSHST (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>BSHST (Level 300 and Level 400)</td>
<td>$ 435.00</td>
<td></td>
</tr>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Security and Criminal Justice (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>College of Security and Criminal Justice (Level 300 and Level 400)</td>
<td>$ 610.00</td>
<td></td>
</tr>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Information Systems and Technology (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>College of Information Systems and Technology (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td></td>
</tr>
<tr>
<td>Please note that there are exceptions to the general college rate as listed below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCNA</td>
<td>$ 290.00</td>
<td></td>
</tr>
<tr>
<td>CERT/APLUS</td>
<td>$ 290.00</td>
<td></td>
</tr>
<tr>
<td>NETPLUS</td>
<td>$ 290.00</td>
<td></td>
</tr>
<tr>
<td>Continuing Education for Educators</td>
<td>$ 175.00</td>
<td>Prior to the first class session of each course.</td>
</tr>
<tr>
<td>Education Single Courses</td>
<td>$ 280.00</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Single Courses (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Single Courses (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education</td>
<td>$ 635.00</td>
<td></td>
</tr>
<tr>
<td>Directed Study Administrative Charge (non–refundable)</td>
<td>$ 75.00</td>
<td>When Directed Study course is scheduled.</td>
</tr>
<tr>
<td>Book and Materials Charges</td>
<td>Varies by course</td>
<td>When books and materials are purchased.</td>
</tr>
<tr>
<td>Resource Fees+ (if applicable)</td>
<td>$ 140.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Resource Fees+ for Continuing Education for Educators</td>
<td>$ 75.00</td>
<td></td>
</tr>
<tr>
<td>Resource Fees+ for DCE</td>
<td>$ 25.00</td>
<td></td>
</tr>
<tr>
<td>CLEP® Examination</td>
<td>Contact Your Campus Representative</td>
<td>Upon notification.</td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.

+Resource fees are mandatory and encompass course electronic textbooks and materials, the University library, eBook collection, math labs, programming software, the Centers for Math and Writing Excellence, and Phoenix Career Services.
<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Learning Assessment Fees</td>
<td></td>
<td>If additional or missing material is needed to render an assessment decision, the student will be given 20 days to submit the documentation.</td>
</tr>
<tr>
<td>Portfolio Submission Fee</td>
<td>$150.00</td>
<td>All fees are due and payable within 30 days of portfolio completion and invoicing. Fees are non-refundable and subject to change.</td>
</tr>
<tr>
<td>Per Assessed Credit Fee</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Check Return Fee</td>
<td>Contact Your Campus Representative</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$ 25.00</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>Diploma &amp; Transcript - Rush/Duplicate Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd day delivery</td>
<td>$ 45.00</td>
<td>Upon request.</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>$ 30.00</td>
<td>Upon request.</td>
</tr>
<tr>
<td>Duplicate Certificate</td>
<td>$ 15.00</td>
<td>Upon request.</td>
</tr>
<tr>
<td>Transcript</td>
<td>$  7.00</td>
<td>Upon request.</td>
</tr>
<tr>
<td>Transcript Rush</td>
<td>$ 30.00</td>
<td>Upon request.</td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments. Resource fees are mandatory and encompass course electronic textbooks and materials, the University library, eBook collection, math labs, programming software, the Centers for Math and Writing Excellence, and Phoenix Career Services.
### GRADUATE (Online)

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (applicable to certificate and single course applications only)</td>
<td>$ 45.00</td>
<td>At time of application.</td>
</tr>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Business</td>
<td>$ 740.00</td>
<td></td>
</tr>
<tr>
<td>School of Nursing</td>
<td>$ 595.00</td>
<td></td>
</tr>
<tr>
<td>School of Health Services Administration</td>
<td>$ 740.00</td>
<td></td>
</tr>
<tr>
<td>Please note that there are exceptions to the general college rate as listed below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NHCE</td>
<td>$ 595.00</td>
<td></td>
</tr>
<tr>
<td>HCI</td>
<td>$ 595.00</td>
<td></td>
</tr>
<tr>
<td>College of Security and Criminal Justice</td>
<td>$ 740.00</td>
<td></td>
</tr>
<tr>
<td>College of Information Systems and Technology</td>
<td>$ 740.00</td>
<td></td>
</tr>
<tr>
<td>College of Education</td>
<td>$ 540.00</td>
<td></td>
</tr>
<tr>
<td>Please note that there are exceptions to the general college rate as listed below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT/T2T-E</td>
<td>$ 280.00</td>
<td></td>
</tr>
<tr>
<td>CERT/T2T-S</td>
<td>$ 280.00</td>
<td></td>
</tr>
<tr>
<td>CERT/ECH</td>
<td>$ 400.00</td>
<td></td>
</tr>
<tr>
<td>CERT/CTEL (For CA residents only)</td>
<td>$ 175.00</td>
<td></td>
</tr>
<tr>
<td>CERT/ALT-E (FL residents only)</td>
<td>$ 275.00</td>
<td></td>
</tr>
<tr>
<td>CERT/ALT-S (FL residents only)</td>
<td>$ 275.00</td>
<td></td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>$ 740.00</td>
<td></td>
</tr>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Advanced Studies</td>
<td>$ 810.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Tuition Per Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education</td>
<td>$ 740.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Directed Study Administrative Charge (non–refundable)</td>
<td>$ 75.00</td>
<td>When Directed Study course is scheduled.</td>
</tr>
<tr>
<td>Book and Materials Charges</td>
<td>Varies by course</td>
<td>When books and materials are purchased.</td>
</tr>
<tr>
<td>Resource Fees+ (if applicable)- Graduate</td>
<td>$ 165.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Resource Fees+ (if applicable)- Doctoral</td>
<td>$ 175.00</td>
<td></td>
</tr>
<tr>
<td>Check Return Fee</td>
<td>Contact Your Campus Representative</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$ 25.00</td>
<td>Upon notification.</td>
</tr>
</tbody>
</table>

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University of Phoenix, 2016-2017
FACILITIES

Alabama Locations
Birmingham Campus
100 Corporate Parkway
Suite 250
Birmingham, AL 35242-2982
205 747-1001

Arizona Locations
Phoenix Campus
1625 West Fountainhead Pkwy
Tempe, AZ 85282-2371
602 557-2000

University of Phoenix at Western International University
1601 West Fountainhead Pkwy
Tempe, AZ 85282

Northwest Learning Center
2550 West Union Hills Drive
Phoenix, AZ 85027-5139
602 557-2000

West Valley Learning Center
9520 West Palm Lane,
Phoenix, AZ 85037-4403
602 557-2000

Southern Arizona Campus
800 659-8988
300 S Craycroft Road
Tucson, AZ 85711-4574
520 881-6512

Yuma Learning Center
899 East Plaza Circle
Yuma, AZ 85365-2033
928 341-0233

Arkansas Locations
Little Rock Campus
10800 Financial Center Parkway
Little Rock, AR 72211-3552
501 225-9337

Pinnacle Hills Learning Center
1800 S 52nd Street
Rogers, AR 72758
479 986-0385

California Locations
Bay Area Region
3390 N. First Street
San Jose, CA 95134-1805
800 266-2107

Livermore Branch
2481 Constitution Drive
Livermore, CA 94551-7573
925 273-8100

Oakland Branch
2100 Franklin Street
Oakland, CA 94612-3096
800 266-2107

Central Valley Region
45 River Park Place West
Fresno, CA 93720-1552
800 266-2107

Bakersfield Branch
4900 California Ave
Bakersfield, CA 93309-7018
800 266-2107

Visalia Branch
301 East Acequia Ave
Visalia, CA 93291-6341
800 266-2107

Sacramento Valley Region
2860 Gateway Oaks Drive
Sacramento, CA 95833-4334
800 266-2107

Fairfield Branch
5253 Business Center Drive,
Fairfield, CA 94534-1630
800 266-2107

Modesto Branch
5330 Pircrone Road
Salida, CA 95368-2107
800 266-2107

San Diego Region
9645 Granite Ridge Drive
Suite 200
San Diego, CA 92123-2658
800 473-4346

El Centro Branch
3095 N Imperial Avenue
Suite 101
El Centro, CA 92243
760 355-1190

Palm Desert Branch
34100 Gateway Drive
Palm Desert, CA 92211-0850
800 473-4346

San Marcos Branch
300 Rancheros Drive
San Marcos, CA 92069-2967
760 510-8253

Southern California Region
3090 Bristol Street

Costa Mesa, CA 92626-3099
800 888-1968

Gardena Branch
1515 W 190th Street
Suite #450
Gardena, CA 90248-4319
800 888-1968

La Palma Branch
6 Centerpointe Drive
La Palma, CA 90623-2503
800 888-1968

Murrieta Branch
25240 Hancock Ave
Murrieta, CA 92562-5990
951 677-0883
800 888-1968

Ontario Branch
3110 E Guasti Road
Ontario, CA 91761-1219
800 888-1968

Pasadena Branch
299 N Euclid Avenue
Pasadena, CA 91101-1531
800 888-1968

San Bernardino Branch
451 E Vanderbilt Way
Suite 100
San Bernardino, CA 92408-3610
800 888-1968

South Coast Branch
3150 Bristol Street
Suite 100
Costa Mesa, CA 92626-3088
800 888-1968

Woodland Hills Branch
5955 De Soto Ave
Woodland Hills, CA 91367-5107
800 888-1968

Colorado Locations
Colorado Campus - Lone Tree
10004 Park Meadows Drive
Lone Tree, CO 80124-5453
303 755-9090

Colorado Springs Downtown
2 North Cascade Avenue
Suite 100
Colorado Springs, CO 80903-1620
719 527-9000

Turnpike Learning Center
8700 Turnpike Drive
Westminster, CO 80030-7030
303 755-9090

Connecticut Locations
Fairfield County Campus
535 Connecticut Ave
Norwalk, CT 06854-1700
203 523-4700

District of Columbia Locations
Washington DC Campus
25 Massachusetts Ave NW
Washington, DC 20001-1431
202 423-2520
Florida Locations

Central Florida Main Campus
8325 South Park Circle
Suite 100
Orlando, FL 32819-9075
407 345-8868

West Florida Learning Center
12802 Tampa Oaks Boulevard
Suite 200
Temple Terrace, FL 33637-1920
813 626-7911

North Florida Campus
4500 Salisbury Road
Suite 200
Jacksonville, FL 32216-0959
904 636-6645

Oakleaf Learning Center
9775 Crosshill Blvd
Suites A-1, A-2
Jacksonville, FL 32222-5823
904 636-6645

South Florida Main Campus
2400 SW 145th Avenue
Miramar, FL 33027-4145

Cypress Creek Learning Center
550 W Cypress Creek Road
Suite 150
Ft. Lauderdale, FL 33309-6104
866 766-0766

Miami Learning Center
11410 NW 20th Street
Suite 100
Miami, FL 33172-1111
866 766-0766
305 428-4911 FAX

Georgia Locations

Atlanta Campus
8200 Roberts Drive
Sandy Springs, GA 30350-4147
678 731-0555

DeKalb Learning Center
2600 Century Center
Atlanta, GA 30345-3125
404 443-6900
404 443-6901 FAX

McDonough Learning Center
2030 Avalon Parkway
Suite 100
McDonough, GA 30252-3055
770 268-4100

Augusta Campus
3150 Perimeter Parkway
Augusta, GA 30909-4583
706 860-2000

Columbus Georgia Campus
7200 North Lake Drive
Columbus, GA 31909
706 320-1266

Savannah Campus
8001 Chatham Center Drive
Savannah, GA 31405-7400
912 232-0531

Hawaii Locations

Hawaii Campus
745 Fort Street
Suite 2000
Honolulu, HI 96813-3800
808 536-2686

Kapolei Learning Center
949 Kamokila Blvd
Kapolei, HI 96707-2082
808 693-8686

Idaho Locations

Idaho Campus
1422 South Tech Lane
Meridian, ID 83642-5114
208 898-2000
208 895-9728 FAX

Iowa Locations

Des Moines Campus
317 6th Avenue
Suite 102
Bank of America Building
Des Moines, IA 50309-4109
866 229-5743

Kentucky Locations

Louisville Campus
10400 Linn Station Road
Louisville, KY 40223-3839
502 423-0149
800 697-8223

Louisiana Locations

Baton Rouge Campus
2431 S Acadian Thruway
Baton Rouge, LA 70808-2300
225 927-4443

New Orleans Learning Center
1 Galleria Blvd
Suite 825
Metairie, LA 70001-2082
504 613-1500

Shreveport-Bossier Campus
350 Plaza Loop Drive
Building E
Bossier City, LA 71111-4390
318 549-8920

Maryland Locations

Maryland Campus
8830 Stanford Blvd
Suite 100
Columbia, MD 21045-5423
410 872-9001

Massachusetts Locations

Boston Campus
19 Granite Street
Suite 300
Brantree, MA 02184-1744
866 867-3678
602 308-7018 FAX

Michigan Locations

Detroit Main Campus
26261 Evergreen Road
Southfield, MI 48076-4400
248 675-3700

Downtown Detroit Learning Center
1001 Woodward Avenue
Detroit, MI 48226-1904
313 324-3900
## Texas Locations

**Austin Campus**  
10801-2 Mopac Expwy  
Suite 300  
Austin, TX 78759-5459  
512 344-1400  

**Killeen Learning Center**  
902 W Centr Texas Expwy  
Suite 300  
Killeen, TX 76541-2566  
254 501-6950  

**Dallas Campus**  
12400 Coit Road  
Dallas, TX 75251-2004  
972 385-1055  

**Resource Center at Arlington Highlands**  
3900 Arlington Highlands Blvd  
Suite 237  
Arlington, TX 76018-6038  
817 395-4200  
817 357-3483 FAX  

**East El Paso Campus**  
1340 Adabel Drive  
El Paso, TX 79936-6954  
Phone: (915) 599-5900  

**Houston Campus**  
11451 Katy Freeway  
Houston, TX 77079-2004  
713 465-9966  

**West Loop Learning Center**  
4888 Loop Central Drive  
Houston, TX 77081-2211  
713 465-9966  

**Woodlands Learning Center**  
24624 Interstate 45  
Spring, TX 77386-1935  
281 298-3500  
281 419-3860 FAX  

**McAllen Campus**  
4201 South Shary Road  
Mission, TX 78572-1578  
956 519-5800  

**San Antonio Campus**  
8200 IH-10 West  
Suite 1000  
San Antonio, TX 78230-3876  
210 524-2100  
800 697-8223  

## Utah Locations

**Utah Campus**  
5373 South Green Street  
Salt Lake City, UT 84123-4642  
801 263-1444  

**North Davis Learning Center**  
1366 Legend Hills Dr  
Clearfield, UT 84015-1585  
801 825-1891  
800 224-2844  
801 773-5297 FAX  

**St. George Learning Center**  
965 East 700 S  
St. George, UT 84790-4082  
801 263-1444  

## Virginia Locations

**Virginia Beach Campus**  
150 Central Park Ave  
Virginia Beach, VA 23462  
804 455-4300  

**Richmond Learning Center**  
9750 West Broad St  
Glen Allen, VA 23060-4169  
804 281-3900  

**Arlington Learning Center**  
1800 South Bell St  
Arlington, VA 22202-3546  
703 227-7075  
703 416-2582 FAX  

## Washington Locations

**Western Washington Campus**  
7100 Fort Dent Way  
Suite 100  
Tukwila, WA 98188-8553  
425 572-1600  

## Wisconsin Locations

**Milwaukee Main Campus**  
10850 West Park Place  
Suite 150  
Milwaukee, WI 53224-3606  
414 410-7900  

## Online

**Administrative Offices**  
1625 West Fountainhead Pkwy  
Tempe, AZ 85282-2371  
602 557-2000  

## International Locations

**Asia Pacific Military Campus**  
Kadena AFB  
APO AP 96368  
011-81-611-732-8508  
011-81-611-734-5303 FAX
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School of Business

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Vice President Enrollment,
College of Security and
Criminal Justice
College of Information
Systems and Technology

College of Health Professions

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Vice President Enrollment,
College of Education
College of Humanities and
Social Sciences

School of Advanced Studies

Kris Jackson
Vice President Qualification,
Center / Enrollment,
Specialty College

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Cheri Sorensen
Senior Vice President

Mike Bibbee
Division Vice President
Military

Mike Bibbee
Division Vice President
Continuing Education

Campus Administration

Matt Johnston, MBA
Senior Vice President
Campus Services

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Southeast District

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Affairs
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Northeast District

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West District

Lynn Mulherin, MAOM
District Vice President
East District

Jeannine Lake, MM
District Vice President
Central District

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Director of Academic Affairs
East District
Philadelphia Campus

Don Johnson, DM
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Virginia Beach Campus

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Chicago Campus

Omer Pamukcu, PhD
Director of Academic Affairs
Central District
Chicago Campus

Gary Williams, MBA
Campus Director
East District
New Jersey Campus

Miriam L. Frolow, PhD
Director of Academic Affairs
East District
New Jersey Campus

Jan Cardwell, PhD
Campus Director
Central District
Detroit Campus

Bonnie Ellis, PhD
Director of Academic Affairs,
Central District
Detroit Campus

Kent Bloomberg, PhD
Director of Academic Affairs,
Central District
Colorado Campus

Scott Myers, PhD
Campus Director
Central District
New Mexico Campus

Mikal Powers, MBA
Campus Director
West District
Southern California Campus

Mike Geraghty, PhD
Director Academic Affairs
West District
Southern California Campus

Jim Ghormley, DM
Associate Director of
Academic Affairs
West District
Southern California Campus

Kim Lyda-Savich, MBA/GM
Campus Vice President
West District
San Diego Campus

Nan Mac Isaac, JD
Director of Academic Affairs
West District
San Diego Campus

Joni Iglinski, MA
Associate Director of
Academic Affairs
West District
San Diego Campus

Scott Lewis, MBA
Campus Vice President
West District
Sacramento Campus

Joel Maier, MS
Director of Academic Affairs
West District
Sacramento Campus

Ann Tye, BA
Campus Director
West District
Sacramento Campus

Kevin Barker, MAEd
Director of Academic Affairs
West District
Western Washington Campus

Bruce Williams, MBA
Campus Director
West District
Oregon Campus

Rita Stanziale, MAEd
Director of Academic Affairs
West District
Sacramento Valley Campus

Rita Stanziale, MAEd
Director of Academic Affairs
West District
Sacramento Valley Campus

Summer Van Pelt, DM
Campus Director
West District
Utah Campus

Melanie Behunin, MBA
University of Phoenix, 2016-2017
UNIVERSITY ADMINISTRATION
Campus Administration

Director of Academic Affairs
West District
Utah Campus
Barry Brooks, PhD
Campus and Academic Director
West District
Idaho Campus
Paul Green, MBA
Campus Vice President
West District
Las Vegas Campus
Michelle Palazzoan, EdD
Director of Academic Affairs
West District
Las Vegas Campus
Brian Lucas, MS
Campus Director
East District
Central Florida Campus
Luz Negron, BFA
Campus Director
East District
South Florida Campus
Jeff Dunlap, PhD
Director of Academic Affairs
East District
North Florida Campus
Lindalee Berk, MAED/CI
Campus Director
East District
North Florida Campus
Gail Ali, PhD
Director of Academic Affairs
East District
South Florida Campus
Jeffrey Henderickson, MBA
Campus Director
East District
Augusta Campus
Jane Henry, MS
Director of Academic Affairs
East District
Augusta Campus
Tom Lalka, DBA
Director of Academic Affairs
East District
Columbus Campus
Randy Howell, MAEd
Campus Director
Southeast District
Columbus Campus
Shannon Eckard, MBA
Campus Director
East District
Charlotte Campus
Catherine Burr, DM
Director of Academic Affairs
East District
Charlotte Campus
Michael McKinley, PhD
Director of Academic Affairs
East District
Northern Virginia Campus
Washington DC Campus
Andrew Jenkins, MA
Campus Director
East District
Northern Virginia Campus
Washington DC Campus
Jorge Rivera, MBA
Campus Director
Southeast District
Puerto Rico Campus
Norma Serrano, PhD
Director of Academic Affairs
Southeast District
Puerto Rico Campus
John Grabarczyk, DBA
Director of Academic Affairs
South District
Dallas Campus
Lee E. Melancon, III, MMC
Campus and Academic Director
South District
Dallas Campus
Lee E. Melancon, III, MMC
Campus and Academic Director
East District
Central Florida Campus
Johanna Murphy, DBA
Director of Academic Affairs
Central District
San Antonio Campus
Wally Hedgecock, MEd
Campus Director
Central District
San Antonio Campus
Gregg R. Johnson, EdD
Campus Director
South District
Southern Arizona Campus
Mark P. Vitale, PhD
Campus and Academic Director
Central District
Southern Arizona Campus
Dallas Taylor, PhD
Director of Academic Affairs
Central District
Phoenix Campus
David Fitzgerald, MAOM
Campus Director
Central District
Phoenix Campus
Joel Maier, MS
Associate Director of Academic Affairs
South District
Phoenix Campus
Kevin Browning, EdD
Director of Academic Affairs
South District
Nashville Campus
Melanie Hockenberry MA
Associate Director of Academic Affairs
South District
Nashville Campus
Chattanooga Learning Center
Troy Thomas, MBA
Campus and Academic Director
South District
Oklahoma Campus
Raquel Logan Ford, MBA
Campus Director
South District
Memphis Campus
Joseph V. Capebianco, MBA
Director of Academic Affairs
South District
Memphis Campus
Rodney Luster, PhD
Campus and Academics Director
South District
Austin Campus
Ryan Hampton, MBA
Campus Director
Central District
Houston Campus
Albert E. Smothers, PhD
Director of Academic Affairs
Central District
Houston Campus
Scott A. Myers, MBA
Campus Director
South District
El Paso Campus
Barbara Janowski, MAOM
Campus Director
South District
El Paso Campus
Wayne Brock, DM
Director of Academic Affairs
Central District
El Paso Campus
Nancy McDonald, PhD
Director of Academic Affairs
Central District
New Mexico Campus
Scott A. Myers, MBA
Campus Director
South District
New Mexico Campus
Christie White, MBA
Director of Academic Affairs
South District
Little Rock Campus
Randy Lichtenfeld, MBA
Senior Vice President Transition Services
Lori Santiago, MBA
Vice President Operations Transition Services
Stephen Flatt, MBA
Vice President Operations Transition Services
John Carroll, PhD
Associate Director of Academic Affairs
Austin, Texas
Lee Melancon, MMC
Campus and Academic Director
Baton Rouge
New Orleans, Louisiana
Danetra Quartersman, DM
Campus and Academic Director
Birmingham, Alabama
Charles Lindner, PhD
Associate Director of Academic Affairs
Boise, Idaho
Allison Moroz, JD
Campus and Academic Director
Boston, Massachusetts
Susan Jennings, MBA
Campus Director
Chattanooga, Tennessee
Gina Cuffari, MAOM
Campus and Academic Director
Cleveland, Ohio
Stephanie Jackson, MBA
Campus Director

A-7
Columbia, SC  
Robert Orlando, MBA  
Campus Director  
Fairfield, Connecticut  
Kamia Jackson, MBA  
Associate Director of Academic Affairs  
Indianapolis, Indiana  
Charlotte Curtis, PhD  
Associate Director of Academic Affairs  
Jackson, Mississippi  
Bob Armbrust, PhD  
Campus and Academic Director  
Kansas City, Missouri  
Mark Amrein, MBA  
Campus Director  
Knoxville, Tennessee  
Jeff Bean, MBA  
Associate Director of Academic Affairs  
Little Rock, Arkansas  
Myra Rock, MBA  
Campus and Academic Director  
Louisville, Kentucky  
Eric Morehouse, MM  
Operations Manager  
Madison, Wisconsin  
Jessica Flynn, MAEd  
Campus and Academic Director  
Baltimore, Maryland  
Thomas Harrison, PhD  
Associate Director of Academic Affairs  
McAllen, Texas  
Raquel Ford, MBA  
Campus and Academic Director  
Memphis, Tennessee  
Richard Evans, MM/MBA  
Campus and Academic Director  
Milwaukee, Wisconsin  
Crystal Smith, MBA  
Campus and Academic Director  
Minneapolis, Minnesota  
Susan Jennings, MBA  
Campus Director  
Nashville, Tennessee  
Christina White, MBA  
Associate Director of Academic Affairs  
NW Arkansas  
Troy Thomas, MBA  
Campus and Academic Director  
Oklahoma City  
Tulsa, Oklahoma  
Barry Brooks, PhD  
Campus Director  
Oregon  
Ernest Fullerton, PhD  
Campus Director  
Pittsburgh, Pennsylvania  
Jorge Rivera, MBA  
Campus Director  
Puerto Rico  
Candice Morgan, MBA  
Campus Director  
Raleigh, North Carolina  
Melissa Jackson, MBA  
Campus Director  
Savannah, Georgia  
Adam Wright, MBA  
Campus and Academic Director  
St Louis, Missouri  
Tonia Perry-Conley, Ed.D  
Associate Director of Academic Affairs  
Wilmington, Delaware
FACULTY

For a list of all faculty in each School and College, visit the Faculty Credentials section at http://www.phoenix.edu/faculty.html.

COLLEGE OF HUMANITIES AND SCIENCES

Assistant Dean
Jessica Philipp, PHD

Dean of Faculty
Elena Mastors, PHD

Dean of Assessment
Bruce Brydges, EDD

Campus College Chairs
Colorado
Mindy Brubaker, MBA

Dallas
James Chapman, MAS/MS

Detroit
Kevin Walsh, MA

Phoenix
Nicole Konrad, MCSW

Atlanta
Linlin Lu, MS/ECE

Charlotte
Melissa Nethery, PHD

South Florida
Jerry Kaber, MS/ED

Virginia Beach
Eerica Flippin, PHD

Washington DC
Michelle Orzech, MA

Bay Area
William Chun, MA

Central Valley
Barbara Melton-Ball, MA

Las Vegas
Mohammed Miah, EDD

San Diego
Karim Gottfredson, MS

Southern California
Jackie Shahzadi, PHD

Program Managers
Central Valley
Maribel Rodriguez, MBA

San Diego
Maurice Nelson, MAED

Southern California
Rada Channugathas, PHD

Campus Area Chairs
Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

• English
• Communication
• Humanities
• Mathematics
• Sciences

COLLEGE OF SECURITY AND CRIMINAL JUSTICE

Executive Dean
James A. Marks, MA

Dean of Assessment
Donald Munday, EDD

Program Dean
Franzi Walsh, DBA

Academic Dean
Garland Williams, PHD

Dean of Faculty
Lisa Corprew, MM/PA

Dean of Specialized Programs
Brian Ishmael, MBA

Programs
Linda Florence, PHD

Assistant Dean of Specialized Programs
Charles Andrews, MS

Justin Randall, MBA

Mark Logan, MAED

Dean of Operations
Kathy Gamboa, MBA

Assistant Dean of Operations
Brian Ishmael, MBA

Regina Limon, MS/P

Campus College Chairs
Phoenix
Reggie Grigsby, MAOM

Central Valley
Ana Moore, JD

Las Vegas
Daniel Barry, MA

Sacramento Valley
Steven Campos, MS

San Diego
Donna Hernandez, MPS

Southern California
J. Phil Parker, MBA

Program Managers
San Diego
Damian Torres, MA

Southern California
John Hullar, MPA

Campus Area Chairs
Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

• Criminal Justice
• Security
• Public Administration

COLLEGE OF SOCIAL SCIENCES

Executive Dean
Constance St. Germain, EDD

Regulatory Dean
John West, MSC

Assistant Regulatory Dean
Linda Quast, MBA

Dean of Operations
Kristy Stermer, MBA

Campus College Chairs
Chicago
Mabel Menard, MS

Cleveland
Jeany Tri, MAED

Colorado
Jean Miller, MA

Detroit
Debra Napier, PHD

El Paso
Rebecca Robles, MED

Houston
Jacqui Sanchez, EDD

Phoenix
Patricia Kerstner, PHD

Southern Arizona
Jenny Simon, PHD

West Michigan
Lyle Labardee, MS

North Florida
Michelle Bailey, EDD

Puerto Rico
Edvird Pharell, PHD

Central Valley
DeAnna Henderson, PHD

Las Vegas
Katherine Unthank, PHD

Lynne Smith, PHD

Sacramento Valley
Carlos Flores, MS

San Diego
Lynn Lunceford, PSYD

Southern California
Marylo Trombley, PHD

Utah
Brandon Wilde, PHD

Program Managers
Phoenix
Tony Foda, PHD
Campus Area Chairs

Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

- Counseling
- Human Services
- Psychology

Southern Arizona
Natalie George, MSCP

Bay Area
Charlene Blount, MS

Central Valley
Robert Meade, MA
Las Vegas
Joelle McNutt, MA

Sacramento Valley
Rosamaria Cerezo, MAOM

San Diego
Barbara Burt, PSYD

Southern California
Michelle Crawford-Morrison, MA
SCHOOL OF BUSINESS

Executive Dean
Ruth Veloria, MBA

Academic Dean
Rhonda Capron, EDD

Dean of Assessment
Alisa Fleming, MBA

Dean of Specialized Programs
Kevin Wilhelmsen, PHD

Dean of Faculty
Brent Duncan, PHD

Dean of Operations
Bob Eoff, MAED

Campus College Chairs

Baton Rouge
Barbara Holloway, DBM

Chicago
Robert Harris, PHD

Cincinnati
Henry F. Russell, MBA

Cleveland
Stephen Quick, DBA

Colorado
Carla Kuhlman, PHD

Dallas
Bob Wyatt, PHD

Detroit
Janisse Green, DBA

El Paso
Scott Goldberg, PHD

Houston
Wawa Ngenge, PHD

Memphis
Adam Carr, PHD

New Mexico
Kelli Livermore, MPA

Phoenix
Patrick Sherman, DM

San Antonio
Paul Cooper, MBA

Southern Arizona
Owen Owens, PHD

Atlanta
Santoshia Oggs, DBA

Central Florida
Edythe McNickel, PHD

Charlotte
Alex Kocharyan, PHD

Fairfield County
Tamara Clark, PHD

Jersey City
Lillie Hibbler, PHD

North Florida
Brian Polding, PHD

Philadelphia
Bill Baker, MBA

Puerto Rico
Clara Segarra-Roman, DBA

South Florida
Yamil Guevara, PHD

Virginia Beach
Karen Powell, DSL

Washington D.C.
Andrea Diese, DM

Bay Area
Vlad Genin, PHD

Hawaii
Renee Green, DM

Las Vegas
Roy Whitmore, PHD

Sacramento Valley
Robert Larkin, DBA

San Diego
Cecilia Williams, PHD

Southern California
PeterMax Miller, EDD

Utah
David Francom, PHD

Western Washington
George Kelley, EDD

Program Managers

Dallas
Robert Stokes, MS

Phoenix
Gloria Pearson, MBA

Online
Eric Jacobson, MBA

COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY

Executive Dean
Dennis Bonilla, MBA

Academic Dean
Kirsten Hoyt, EDD

Dean of Faculty
Paul Porch, MBTM

Dean of Assessment
Joe Lodewyck, MSCIS

Dean of Operations
Joan Saunders, BA

Dean of Specialized Programs
Dawn Roller, MBA

Assistant Dean of Specialized Programs
Stephanie LaFollette, MAED/AET

Program Dean
Gordon Romney, PHD

MBA

Campus Area Chairs

Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.
- Accounting
- Financial Planning, Control, and Risk Management
- Law and Ethics
- Management
- Functional Management
- Strategic Analysis and Planning

COLLEGE OF HEALTH PROFESSIONS

Deans

Executive Dean
Doris Savron, MBA

Dean of Specialized Programs
Collene Bauer, MBA

Assistant Dean Specialized
Programs West
Kellie Stubblefield, BA
Assistant Dean Specialized
Programs East
Michele Martinez, MA
Dean of Programmatic Accreditation and Regulatory Compliance
Jan Kramer, DNP
Assistant Dean of Programmatic Accreditation and Regulatory Compliance
Palette Jolley, MBA
Meghan McManus, MBA/MSA
Christine Nguyen-Salves, MBA
Assistant Dean of Operations
Briania Houlihan, MBA
Emily Breuker, MBA
Erin Amsden, MAED
Sarah Shipp, BSB
School of Nursing Deans
Assistant Dean
Elizabeth Nelson, PHD
Program Dean- Graduate Nursing
Dodie Serafini, MSN
Assistant Program Dean
Leisa Chapman, EDD
Linda Nance, EDD
Dean of Academic Affairs
Lisa Radesi, DNP
Dean of Assessment
Heather Tilson, PhD
Dean of Instructional Excellence
Christa Seagren, MAEd
School of Nursing Program Managers
Phoenix
Kathleen Rupp, MSN
San Jones, DNP
Hawaii
Juanito Torres, MSN
Sacramento Valley
Andrelyn Almario, DNP
San Diego
Tobey Tam, Ph.D.
Southern California
Gwendolyn Jones, MSN
Victoria Greenberg, MSN
School of Nursing Campus College Chairs
Dallas
Becky Small, EdD
Phoenix
Carol Bafaloukos, DNP
South Florida
Judith Fernandez, MSN
Bay Area
Amy Martz MSN, MSW
Central Valley
Sierra Brady, MSN
Sacramento
Debra Pence, MSN
San Diego
Lorna Kendrick, PhD
Southern California
Mary DeNicola, DNP
School of Health Services Administration Deans

School of Public Health Deans

Academic Dean
Holly Orozco, DrPH
Campus Area Chairs
Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.
- Health
- Nursing: FNP
- Nursing: RN to BSN
- Nursing: Pre-licensure
- Nursing: MSN

School of Public Health Deans

Academic Dean
Mark Johannsson, D.H.Sc.
Program Dean- Graduate Programs
Eve Krahe, PhD
Program Dean-Undergraduate Programs
Christina Neider, MAEd
Dean of Faculty
Elwin Tilson, EdD
Dean of Assessment
Lisa Mitchell, MA
Dean of Instructional Excellence
Ying Tombler, PhD
School of Health Services Administration Campus College Chairs

Cleveland
Lawrence Fergus, DHA
Colorado
Robert Neuman, DC
Dallas
Stephanie Holden, PhD
Detroit
Antoinette Dziedzic, MSN
Houston
Harold Taylor, MSHCA
Phoenix
Christopher Wilson, MS
Atlanta
Tammy Cagle, MBA
Central Florida
Paula Berry-Zeller
South Florida
Urmala Roopnarinesingh, MS
Central Valley
Richard Schwartz, PhD
San Diego
Kelly Price-Noble, DHA
Southern California
William Sevilla, MA, MBA
COLLEGE OF EDUCATION

Executive Dean
Andy Drotos, PHD

Dean of Operations
Shelly Hodges, MBA

Program Dean
Ashley Bartley, MAED
Ashley Norris, PHF

Regional Assistant Dean
Connie Lorthridge, EDD
Gay Lynn P. Smith, EDD

Dean of Assessment
Lynn DeMuth, EDD

Dean of Faculty
Jon Lewis, MAE

Academic Dean
Pamela Roggeman, EDD

Assistant Program Dean
Alexandra Escobar, EDD

Assistant Dean
Patricia Wick, MAED

Assistant Dean of Specialized Programs
Suzanne Tonninny, MSP

Campus College Chairs
Colorado
Bill Weeks, EDD
Phoenix
Alfonso Alva, EDD
San Antonio
Sharon Michael-Chadwell, EDD
Southern Arizona
Kathleen Woods, EDD
Central Florida
Jason Gines, MAED

North Florida
Bradley Johnson, PHD
South Florida
Michelle Weiss, EDD
Hawaii
George Carroll, MAE/AET
Las Vegas
Mike Robison, EDD
Sacramento Valley
Ilesha Graham, MAE
San Diego
Julie Taylor, MA
Southern California
Lori Curci-Reed, EDD
Utah
John Shoell, MA

Program Managers
Colorado
Christopher Copen, MAED
El Paso
Elissa Contreras, MA

SCHOOL OF ADVANCED STUDIES

Executive Dean
Hinrich Eylers, PHD

Dean of Assessment
Rob Olding, PHD

Associate Dean of Instruction
Jacquelyn Kelly, PHD
Francine Nelson, PHD
Lilia Santiague, PHD
Shawn Boone, EDD
Jacquelyn Kelly, PHD

Dean of Instruction
William Beck, PHD

Dean of Operations
John Ramirez, MBA

Program Dean
Aaron Coe, EDD
Angie Lipschuetz, PHD
Diane Gavin, PHD

Campus College Chairs
Business
Holly Rick, PHD
Education
Lilia Santiague, PHD

Nursing
Francine Nelson, PHD

Campus Area Chairs
Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.
- Business
- Education
- Nursing/Health Administration
- Higher Education
- PhD/IO
- Management
- Access
- Research

Kansas City
Merlyyne Starr, PHD
Phoenix
Diana Lucero, MED
Online
Corlie Weber, MAED
Central Florida
Dina Ramos-Rosa, MAED
Southern California
Laura Chakalian, MAED

Campus Area Chairs
Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.
- Administration and Supervision
- Continuing Education
- Adult Education and Training
- Curriculum and Instruction
- Teacher Education

A-13
2016-2017

UNIVERSITY OF PHOENIX

Course Guide

Course Descriptions

Course Availability & Updates to Course Information

The courses listed in this section of the University of Phoenix Academic catalog constitute all active, degree-applicable University of Phoenix courses. Not all courses listed in this section are available at every University of Phoenix campus location, and not all courses listed in this section are available via the online instructional modality. This listing of courses is updated on the 1st of every month; updates to course information (including prerequisites) that occur prior to the 1st of the month will not be reflected in this listing of courses until the updated catalog edition is published on the 1st of the month. Please contact a University representative for additional details about course availability and course information for a specific location or modality of instruction.

Course Descriptions

The course guide lists course descriptions and general course information. The information is presented in alphabetical order by course ID.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>College</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces accounting students to the use of technology and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.</td>
</tr>
<tr>
<td>ACC 220</td>
<td>SURVEY OF ACCOUNTING: THE MAZE OF NUMBERS</td>
<td>3</td>
<td>School of Business</td>
<td>Every business depends on its accountants to organize and maintain financial information. The maze of numbers that most people see, accountants translate into valuable information that keeps a company going. This course introduces students to the accounting profession. It covers the role accounting plays in business and career options in accounting. Students will learn the fundamentals of accounting principles and the accounting cycle.</td>
</tr>
<tr>
<td>ACC 230</td>
<td>FINANCIAL REPORTING: PEEKING UNDER THE FINANCIAL HOOD</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students will study how to analyze financial statements and methods used to value companies. Financial reports help managers choose between business paths. They also help investors and analysts evaluate the financial health of companies. This course is a practical means of discovering how financial data are generated and their limitations; techniques for analyzing the flow of business funds; and methods for selecting and interpreting financial ratios. It also presents analytical tools for predicting and testing assumptions about a firm's performance.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Business</td>
<td></td>
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</tr>
<tr>
<td>ACC 290</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
<td>This course covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of the financial effects of economic events on an enterprise. Students will learn to examine financial information from the perspective of management. Other topics include decision-making, planning, and controlling from the perspective of a practicing manager.</td>
<td></td>
</tr>
<tr>
<td>ACC 291</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td>3</td>
<td>This course introduces accounting concepts in a business environment. Students learn to create and apply accounting documents in making better business decisions. Other topics include plant assets, liabilities, accounting for corporations, investments, statements of cash flows, financial statement analysis, time value of money, payroll accounting, and other significant liabilities.</td>
<td></td>
</tr>
<tr>
<td>ACC 300</td>
<td>PRINCIPLES OF ACCOUNTING</td>
<td>3</td>
<td>This course focuses on principles of accounting for the non-accounting student. Emphasis will be placed on the accounting equation and transactions, financial statement preparation and analysis, internal controls, regulatory environment, compliance, and global business implications.</td>
<td></td>
</tr>
<tr>
<td>ACC 340</td>
<td>ACCOUNTING INFORMATION SYSTEMS I</td>
<td>3</td>
<td>This course is designed to provide accounting students with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers do for a business), internets, intranets, electronic commerce, information systems development, basic project management principles, Decision Support Systems, and the benefits of computer human synergy.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Business</td>
<td>Description</td>
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</tr>
<tr>
<td>ACC 349</td>
<td>COST ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces cost terminology and flows, standard cost systems, relevant costing, budgeting, inventory control, capital asset selection, responsibility accounting, and performance measurement.</td>
</tr>
<tr>
<td>ACC 400</td>
<td>ACCOUNTING FOR DECISION MAKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course concentrates on effective decision making as it relates to financial activities in a business enterprise. Course topics will include financial assets, liabilities, equity, business operations, financial management, and financial statement analysis. Students will have the necessary analytical tools to enhance business operations.</td>
</tr>
<tr>
<td>ACC 421</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING I</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the conceptual framework of accounting, cash vs. accrual accounting, the income statement and balance sheet, time value of money, cash, receivables, and inventory.</td>
</tr>
<tr>
<td>ACC 422</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING II</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines accounting for property, plant and equipment, intangible assets, current liabilities and contingencies, long-term liabilities, contributed capital and retained earnings.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Business</td>
<td>Course Description</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ACC 423</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING III</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines dilutive securities and earnings per share, investments, revenue recognition, accounting for income taxes, leases, changes &amp; errors, and the statement of cash flows.</td>
</tr>
<tr>
<td>ACC 455</td>
<td>CORPORATE TAXATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course is a basic introduction to federal corporate taxation. The purpose is to familiarize the student with fundamental tax issues and provide the student with a general understanding of the history, laws, and policies of federal taxation.</td>
</tr>
<tr>
<td>ACC 456</td>
<td>INDIVIDUAL ESTATE TAXATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course is a basic introduction to federal individual and estate taxation. The purpose is to familiarize the student with fundamental tax issues and provide the student with a general understanding of the history, laws, and policies of federal taxation.</td>
</tr>
<tr>
<td>ACC 460</td>
<td>GOVERNMENT AND NON-PROFIT ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>This course covers fund accounting, budget and control issues, revenue and expense recognition and issues of reporting for both government and non-profit entities.</td>
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<td>Course Code</td>
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<td>ACC 491</td>
<td>CONTEMPORARY AUDITING I</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines auditing standards, professional ethics, evidence, legal liability, audit planning and documentation, materiality and risk, internal control and the overall audit plan and program.</td>
</tr>
<tr>
<td>ACC 492</td>
<td>CONTEMPORARY AUDITING II</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines auditing from a balance sheet perspective, completion of the audit, internal, operational and compliance auditing, auditors’ reports and other attestation services.</td>
</tr>
<tr>
<td>ACC 497</td>
<td>ADVANCED TOPICS IN ACCOUNTING RESEARCH</td>
<td>3</td>
<td>School of Business</td>
<td>This course in accounting research provides students with an in-depth examination of the Generally Accepted Accounting Principles (GAAP) and acceptable alternative reporting practices. Through comprehensive case studies, students will develop the research application skills necessary to analyze and make decisions regarding accounting reporting dilemmas in for-profit and not-for-profit companies.</td>
</tr>
<tr>
<td>ACC 537</td>
<td>FINANCIAL ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students are introduced to the basic concepts and methods used in corporate financial statements for information of investors and other interested external parties. Topics include University of Phoenix tools, basic accounting concepts, financial statements, inventory and fixed assets, present value of bonds and stockholders’ equity, statement of cash flows, and error correction and accounting changes.</td>
</tr>
<tr>
<td>ACC 541</td>
<td>ACCOUNTING THEORY &amp; RESEARCH</td>
<td>3</td>
<td>School of Business</td>
<td>In this introductory course to the Master of Science in Accounting, students analyze the major approaches underlying accounting research and the principle tools for performing that research. Topics include a program and course overview; inventory and fixed assets; leases; derivative instruments, debt, and contingencies; segment reporting and pensions; and combinations, consolidations, and stockholder’s equity.</td>
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<tr>
<td>ACC 542</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students examine the fundamentals of accounting systems design. Topics include business information systems, business processes and data flows, database concepts and tools, internal control and risks, auditing the information system, and using the information system to perform audit functions.</td>
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<tr>
<td>ACC 543</td>
<td>MANAGERIAL ACCOUNTING &amp; LEGAL ASPECTS OF BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students examine managerial accounting as part of the business’s accounting information system and legal aspects of the business enterprise. Topics include managerial accounting and capital budgeting, cost analysis; management planning and control, negotiable instruments, secured transactions, debtor creditor relationships, property and insurance, and legal aspects of employment and environment.</td>
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<tr>
<td>ACC 544</td>
<td>INTERNAL CONTROL SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students gain a broad perspective of accounting and control that considers attainment of all goals of the organization, including those concerned with financial objectives. Topics include an overview of control, risk management, internal control systems, controls for current asset functions, controls for other accounting classifications, controls for information technology systems, and reporting on controls.</td>
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<td>ACC 545</td>
<td>FINANCIAL REPORTING</td>
<td>3</td>
<td>Business</td>
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<td>This course prepares students to</td>
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<td>address concepts of financial</td>
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<td>reporting for roles as CPA's.</td>
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<td>Students learn important criteria</td>
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<td>for calculating capital changes,</td>
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<td>applying concepts of fixed</td>
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<td>assets and cost determination,</td>
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<td>and preparing consolidated</td>
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<td>financial statements. Other</td>
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<td>topics include the professional</td>
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<td>responsibilities of CPAs, deferred</td>
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<td>taxes, cash flow statements,</td>
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<td>balance sheet preparation,</td>
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<td>restructuring of troubled debt,</td>
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<td>and the intricacies of</td>
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<td>comprehensive income.</td>
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<td>ACC 546</td>
<td>AUDITING</td>
<td>3</td>
<td>Business</td>
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<td>In this course, students focus on</td>
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<td>the auditing practice performed</td>
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<td>by public accountants. Topics</td>
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<td>include the CPA profession and</td>
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<td>the auditor's role, planning the</td>
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<td>evaluating internal controls,</td>
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<td>audit programs for current assets</td>
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<td>and liabilities, and audit</td>
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<td>programs for other business</td>
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<td>ACC 547</td>
<td>TAXATION</td>
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<td>Business</td>
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<td>In this course, students develop</td>
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<td>an understanding of the taxation</td>
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<td>of business entities and the</td>
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<td>individuals who own those</td>
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<td>entities. Topics include tax</td>
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<td>entities, property transactions,</td>
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<td>calculating basis, gains and</td>
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<td>losses, alternative minimum tax,</td>
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<td>S-corporations and partnerships.</td>
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<td>ACC 548</td>
<td>NOT-FOR-PROFIT &amp; GOVERNMENT</td>
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<td>Business</td>
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<td>ACCOUNTING</td>
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<td>In this course, students receive</td>
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<td>an overview of the budgeting,</td>
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<td>accounting, financial reporting,</td>
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<td>and auditing required of</td>
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<td>government and not-for-profit</td>
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<td>organizations. Topics include the</td>
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<td>governmental accounting,</td>
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<td>accounting records in government,</td>
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<td>fund allocation, government-wide</td>
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<td>reporting, not-for-profit</td>
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<td>accounting, and governmental</td>
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<td>performance measures.</td>
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<td>Course Code</td>
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<tr>
<td>ACC 556</td>
<td>FORENSIC ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students are introduced to the conduct of fraud examinations, including a discussion of specific procedures used in forensic accounting examinations and the reasoning behind these procedures. Topics include an overview of fraud and abuse, forensic evidence, substantive procedures for cash outflow irregularities, substantive procedures for asset irregularities, financial statement fraud, and examination reporting.</td>
</tr>
<tr>
<td>ACC 561</td>
<td>ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies accounting tools to make management decisions. Students learn to evaluate organizational performance from accounting information. Other topics include financial statements, cost behavior, cost allocation, budgets, and control systems.</td>
</tr>
<tr>
<td>ACC 561PR</td>
<td>ACCOUNTING</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies accounting tools to make management decisions in Puerto Rico. Students learn to evaluate performance for a Puerto Rican organization using accounting information. Other topics include financial statements, cost behavior, cost allocation, budgets, and control systems.</td>
</tr>
<tr>
<td>ACC 574</td>
<td>PUBLIC BUDGETING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>In this course students learn the accounting and budgeting tools and theories used in the public sector. Students will analyze the relationship between public policy and the public budget process. Other topics, at the state and local level, include budgetary decision making, basics of government and not-for-profit accounting, reporting, capital and operating expenditures, and inter-period equity.</td>
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<td>Course Code</td>
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<td>ACC HC561</td>
<td>ACCOUNTING IN A HEALTH CARE ENVIRONMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course presents the concepts of financial accounting important to the understanding of the financial environment of the health care industry. Students interpret financial statements, prepare analyses of financial data necessary to make decisions, describe the different third party payment methods, experiment with cost finding and price setting, and conduct break-even analyses. The course provides students with experience in capital and operating budgets, and financial forecasts.</td>
</tr>
<tr>
<td>ACCX 574</td>
<td>PUBLIC BUDGETING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>In this course students learn the accounting and budgeting tools and theories used in the public sector. Students will analyze the relationship between public policy and the public budget process. Other topics, at the state and local level, include budgetary decision making, basics of government and not-for-profit accounting, reporting, capital and operating expenditures, and inter-period equity.</td>
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<tr>
<td>ADM 505</td>
<td>PERSONNEL ADMINISTRATION FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the responsibilities of educational administrators related to human resources. Participants examine three main components in human resources administration: utilization, development, and environment. Topics covered include selection, placement, induction, compensation, motivation, staff development, unionism, collective bargaining, and the legal aspects of personnel administration.</td>
</tr>
<tr>
<td>ADM 506</td>
<td>LEADERSHIP STRATEGIES FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to guide participants in the practical application of current trends and strategies of school leadership and organizational culture. Participants explore the roles and responsibilities of leadership, including decision making, communication, collaboration, and conflict management. A further emphasis is responsiveness to legislation and implementation of standards, including Common Core, to facilitate positive school change.</td>
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<td>Course Code</td>
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<td>ADM 507</td>
<td>SCHOOL LAW FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide opportunities for participants to explore the practical application of public school law, including the origin and initial intent of the writers, while recognizing their administrative limitations. Participants examine the constitutional framework and amendments, court systems, and current legal issues, as well as the effect each has on the educational environment. Landmark cases are reviewed and analyzed to develop a cognitive base for legal principles and to improve the administrative management of a school.</td>
</tr>
<tr>
<td>ADM 508</td>
<td>SCHOOL FINANCE FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines public educational funding and provides an overview for school leaders in the basic concepts of school finance. Topics include economic and social considerations for financing education adequately, equitable, and equally, as well as state and federal roles in education financing, school finance and litigation, finance procedures and practices, and the role of human resources in educational finance. Participants have the opportunity to experience the practical application of these concepts through various tasks, discussions, and scenarios addressing budget and finance issues, culminating in a project to develop their own school district financial plan and budget.</td>
</tr>
<tr>
<td>ADM 509</td>
<td>ETHICAL AND LEGAL ISSUES FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the ethical and legal framework necessary to guide responsible teaching practices. Policy, statute, and case law is analyzed and applied to current educator practices. Participants make decisions about teacher-student relationships and appropriate boundaries based on a framework of ethical and legal principles to support building a professional practice that bears public scrutiny and inspires confidence.</td>
</tr>
<tr>
<td>ADM 519</td>
<td>ETHICAL AND LEGAL ISSUES FOR ADMINISTRATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course will examine the ethical principles of an administrator in the educational setting. Participants develop and refine the skills necessary to analyze and integrate constructive ethics into practices that lead to success. Emphasis is placed on the understanding and history of ethics, exploring the development of ethics, gaining an appreciation for the professionalism of ethics in action, analyzing the ethical and legal implications of issues that school administrators may face, and examining accountability factors related to ethics. Participants create their own personal code of ethics.</td>
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<td>Course Code</td>
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<td>ADM 536</td>
<td>SPECIAL EDUCATION PROGRAM ADMINISTRATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide educational leaders with information and strategies for administering the legal requirements related to providing an inclusive education to students with special needs to determine effective programs and services. Participants receive a practical guide to the history, laws, and policies of special education, as well as the steps involved in the referral and evaluation processes from Response to Intervention (RTI) through the development of Individualized Education Programs (IEPs) and transition plans. Another focus addresses the roles, responsibilities, and relationships that parents guardians and advocates have within processes to ensure appropriate services are provided to a diverse population. Budget management for special education programs is also examined.</td>
</tr>
<tr>
<td>ADM 543</td>
<td>THE ROLE OF WOMEN IN EDUCATIONAL LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the role of women in educational leadership. Participants learn how women’s paths to leadership differ from those of men, what the unique styles and skills of women in leadership are, and which motivation and communication strategies are effective for women. The course focuses on expanding acknowledging, and developing women’s leadership skills and on developing plans to mentor women to take on educational leadership roles. It concludes with a section on how women can lead organizational change. Note: This course is beneficial for both male and female leaders.</td>
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<tr>
<td>ADM 590</td>
<td>INTERNSHIP ON THE PRINCIPALSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This internship provides opportunities for the student to engage in experiences relevant to the principal and to obtain knowledge of the role and responsibility of the principal. The students gain first-hand knowledge of the day-to-day operations of the principal through many internship activities. The internship includes a supervised experience at a district located outside the university environment. This is an Arizona-specific, on-ground only course.</td>
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<tr>
<td>ADM 591</td>
<td>INTERNSHIP ON THE SUPERINTENDENCY</td>
<td>3</td>
<td>College of Education</td>
<td>This internship provides opportunities for the student to engage in experiences relevant to the superintendent and to obtain knowledge of the role and responsibility of the superintendent. The students gain first-hand knowledge of the day-to-day operations of the superintendent through many internship activities. The internship includes a supervised experience at a district located outside the university environment. This is an Arizona-specific, on-ground only course.</td>
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<td>Course Code</td>
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<td>ADM 592</td>
<td>INTERNSHIP OF THE SUPERVISOR</td>
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<td>This internship provides opportunities for the student to engage in experiences relevant to the supervisor and to obtain knowledge of the role and responsibility of the supervisor. The students gain first-hand knowledge of the day-to-day operations of the supervisor through many internship activities. The internship includes a supervised experience at a district located outside the University environment. This is an Arizona-specific, on-ground only course.</td>
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<tr>
<td>ADM 596</td>
<td>INTERNSHIP ON THE PRINCIPALSHIP (6 WEEK)</td>
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<td>This internship provides opportunities for the student to engage in experiences relevant to the principal and to obtain knowledge of the role and responsibility of the principal. The students gain first-hand knowledge of the day-to-day operations of the principal through many internship activities. The internship includes a supervised experience at a district located outside the university environment.</td>
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<tr>
<td>ADM 597</td>
<td>INTERNSHIP ON THE SUPERINTENDENCY (6 WEEK)</td>
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<td>This internship provides opportunities for the student to engage in experiences relevant to the superintendency and to obtain knowledge of the role and responsibility of the superintendent. The students gain first-hand knowledge of the day-to-day operations of the superintendent through many internship activities. The internship includes a supervised experience at a district located outside the university environment.</td>
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<tr>
<td>ADMIN 500</td>
<td>ORIENTATION TO ADMINISTRATION AND SUPERVISION</td>
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<td>This course is designed to provide an orientation to the primary components of the Master of Arts in Education Administration and Supervision program. Students will be introduced to the program’s progression and degree completion requirements. Field experiences, electronic resources, E-portfolios, benchmark assignments, and the administrative internship will be discussed.</td>
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<td>ADMIN 501</td>
<td>ORIENTATION TO ADMINISTRATION AND SUPERVISION</td>
<td>0</td>
<td>College of Education</td>
<td>This course is designed to provide an orientation to the primary components of the Master of Arts in Education Administration and Supervision program in California. Students will be introduced to the program's progression and degree completion requirements. Field experiences, electronic resources, E-portfolios, benchmark assignments, and the administrative practicum will be discussed.</td>
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<tr>
<td>ADMIN 510</td>
<td>VISIONARY LEADERSHIP: FOUNDATIONS OF LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces the California Administrator Performance Expectations (CAPEs) and the California Administrator Content Expectations (CEs), with emphasis on the category of Visionary Leadership. Students will complete a series of dispositional, leadership, bias, and stereotyping assessments aligned to the University Student Code of Conduct and the College of Education Professional Supplemental Standards. Field experience, portfolio, and practicum will be reviewed.</td>
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<tr>
<td>ADMIN 518</td>
<td>LEADERSHIP AND COLLABORATIVE PROCESSES</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide students with an overview of educational leadership and with an understanding of the issues in educational leadership positions. Students analyze the various styles of leadership and explore how leadership enhances an educational environment. Students examine information on collaborative processes and examine how educational leaders can create high performing teams.</td>
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<tr>
<td>ADMIN 520</td>
<td>LEADERSHIP II: ORGANIZATIONAL AND INSTRUCTIONAL LEADERSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>This course emphasizes the categories of Organizational and Systems Leadership, Instructional Leadership and the CAPEs aligned to those categories. Students are introduced to budgeting, research and data analysis, school law, discipline, safety, cultural competency, equity, and instructional leadership. Field experience, portfolio, and practicum will be applied.</td>
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<td>ADMIN 521</td>
<td>BUSINESS SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on understanding and managing the complex interaction of school systems to promote teaching and learning. Course concepts include school finance, budget and expenditures, financial records, organizational structures, human resources, facilities management, the use of outside support organizations, and, school safety and improvement. Field experience, portfolio, and practicum will be reviewed.</td>
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<tr>
<td>ADMIN 522</td>
<td>SCHOOL POLICY AND LAW FOR PRINCIPALS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines legal theory and practice in the context of the educational setting. The United States Constitution, California school laws, legal issues, and their impact on schools are discussed, analyzed, and applied to current educational practices. Field experience, portfolio, and practicum will be reviewed.</td>
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<td>ADMIN 523</td>
<td>CULTURAL COMPETENCY AND EQUITY</td>
<td>3</td>
<td>College of Education</td>
<td>This course reinforces understanding of the school and community context, including the instructional implications of cultural, linguistic, socioeconomic, and political factors. Students will understand how to advocate for, nurture, and sustain a positive culture of learning, individual and collective accountability, and educational equity and diversity. Field experience, portfolio, and practicum will be reviewed.</td>
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<td>ADMIN 524</td>
<td>SUPERVISION OF CURRICULUM, INSTRUCTION AND ASSESSMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines administrative responsibilities related to supervision of curriculum and instruction. Principal candidates will study the relationship among supervision, curriculum design, national and state standards, and effective instructional practice. Principal candidates will also participate in field experiences related to curriculum and instruction.</td>
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<tr>
<td>ADMIN 525</td>
<td>INSTRUCTIONAL LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course includes principles of instructional leadership, including evaluating, analyzing, and providing feedback on the effectiveness of classroom instruction to promote student learning and teacher professional growth. K-12 standards, pedagogical skills, effective instructional practices, uses of data, classroom assessments, and observations are discussed, analyzed, and applied to effective leadership. Field experience, portfolio, and practicum will be reviewed.</td>
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<tr>
<td>ADMIN 528</td>
<td>ADMINISTRATION OF SPECIAL PROGRAMS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of various federal, state, non-profit, and private funding programs and grants. Candidates study the components and requirements of these programs, practice grant-writing skills, and participate in field experiences related to special programs administration.</td>
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<tr>
<td>ADMIN 530</td>
<td>LEADERSHIP III: SCHOOL IMPROVEMENT AND PROFESSIONAL LEARNING</td>
<td>1</td>
<td>College of Education</td>
<td>This course emphasizes school improvement, professional learning, and growth leadership. Students are introduced to principles of change management and school improvement, including the use of resources, systems, data collection, professional growth, and coaching and mentoring. Field experience, portfolio, and practicum will be applied.</td>
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<tr>
<td>ADMIN 531</td>
<td>SCHOOL IMPROVEMENT PROCESS AND LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course reinforces the use of change management theories and best practices to develop and implement, monitor, and revise a data-based school growth plan that takes into consideration instructional needs, community goals for continuous improvement, human, fiscal and material resources and the school's vision and goals. Field experience, portfolio, and practicum will be reviewed.</td>
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<td>ADMIN 532</td>
<td>PROFESSIONAL GROWTH LEADERSHIP</td>
<td>3</td>
<td>This course reinforces the value of life-long learning and job-related profession growth, particularly through the application of adult learning principles to design, facilitate, monitor, and implement effective, targeted professional growth opportunities. Field experience, portfolio, and practicum will be reviewed.</td>
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<tr>
<td>ADMIN 533</td>
<td>COACHING AS A LEADER</td>
<td>3</td>
<td>This course provides an examination of how induction programs and individualized teacher support processes, such as mentoring and coaching, positively affect teaching and learning outcomes. Students will examine the process of gathering and using multiple sources of data to drive differentiated professional development that meets the needs of individual teachers and overall school goals. Students will be equipped with content knowledge, real-life application opportunities, tools, and specific strategies that can be applied in both school improvement and professional development. Field experience, portfolio, and practicum will be reviewed.</td>
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<td>ADMIN 535</td>
<td>BUSINESS AND FACILITIES MANAGEMENT</td>
<td>3</td>
<td>This course is a continuation of processes for managing business functions and for school facilities. Principal candidates will study school budgeting and accounting procedures, and they will study issues regarding facilities management. Principal candidates also will participate in field experiences related to business and facilities management.</td>
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<tr>
<td>ADMIN 540</td>
<td>LEADERSHIP IV: COMMUNITY</td>
<td>1</td>
<td>This course focuses on community leadership, including representing and promoting the school’s accomplishments and needs to the LEA and the public. Students will examine the multiple connections between the school, families, and the community, and the value of involving the entire school community in working towards achieving the school’s mission, vision, and goals. Field experience, portfolio, and practicum will be applied.</td>
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<td>ADMIN 541</td>
<td>COMMUNITY LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course reinforces concepts of community leadership, particularly developing a shared commitment to the vision among all members of the school community. Course topics include personal and professional ethics; biases; school culture collaboration; working with diverse students and families; and strategies for developing family, community, and media relations. Field experience, portfolio, and practicum will be reviewed.</td>
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<td>ADMIN 550</td>
<td>LEADERSHIP V: ASSESSMENT OF LEADERSHIP</td>
<td>4</td>
<td>College of Education</td>
<td>This course is a culmination of all course work, field experiences, portfolio, and practicum experiences. Students will apply the California Administrator Performance Expectations (CAPEs) to analyze their course work, field experiences, portfolio, and practicum.</td>
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<tr>
<td>ADMIN 555</td>
<td>SCHOOL POLICY AND LAW FOR PRINCIPALS</td>
<td>3</td>
<td>College of Education</td>
<td>This course allows students to examine legal theory and practice in the context of the educational setting. The constitutional framework, court systems, legal issues, and their subsequent impact on schools are discussed, analyzed, and applied to current educational practices.</td>
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<tr>
<td>ADMIN 560</td>
<td>HUMAN RESOURCES LEADERSHIP AND MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course will focus on the responsibilities of human resources administration in education. Methods of recruitment, selection, induction, development, compensation, and appraisal will be examined. Strategic planning, employment continuity, employment justice including laws, policies and procedures, and unionism will be analyzed.</td>
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<td>ADMIN 565</td>
<td>SCHOOL IMPROVEMENT PROCESSES</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the use of assessments in K-12 education and in developing school improvement plans from a principal perspective. Students will review the types of assessments that a school leader needs to be familiar with, and they will review how a school leader can use assessments to measure student achievement. Additionally, the model and processes of continuous school improvement are explored.</td>
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<tr>
<td>ADMIN 570</td>
<td>EQUITY, DIVERSITY, AND ACCESS IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides candidates the opportunity to examine and to reflect upon equity, diversity, and access in education. In particular, the course focuses on the potential for contributions of students, families, teachers, and staff through equitable participation in school practices, programs, and curriculum. Candidates examine their personal beliefs, as well as issues regarding equity, diversity, and access, in the context of leadership.</td>
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<tr>
<td>ADMIN 575</td>
<td>FAMILY, COMMUNITY, AND MEDIA RELATIONS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the role of the school principal as a catalyst for developing and for maintaining collaborations with families, business and community groups, and the media to support a school’s vision and programs. Candidates analyze the research on school and community relations and its implications for their particular school. They also examine ways of learning about the nature of community resources, interests, and needs; establishing reciprocal relationships; the use of conflict resolution and decision making tools; and ethical issues when working with families, business, community, and media groups. In addition, candidates plan a social action project that involves school, families, community, and the media.</td>
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<tr>
<td>ADMIN 591A</td>
<td>PRINCIPAL INTERNSHIP PART I: INSTRUCTIONAL LEADERSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on instructional leadership. Application of all principles and techniques of planning and managing curriculum, leadership, problem solving, organizing, and program and personnel evaluation will be addressed.</td>
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<td>ADMIN 591B</td>
<td>PRINCIPAL INTERNSHIP PART II: ORGANIZATIONAL MANAGEMENT</td>
<td>1</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on organizational management. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, human resource management, and budgeting will be addressed.</td>
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<tr>
<td>ADMIN 591C</td>
<td>ADMINISTRATIVE INTERNSHIP PART III: PROFESSIONAL PRACTICE</td>
<td>1</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and community relations will be addressed.</td>
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<tr>
<td>ADMIN 594A</td>
<td>ADMINISTRATIVE PRACTICUM PART I: INSTRUCTIONAL LEADERSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>This practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on instructional leadership. Application of all principles and techniques of planning and managing curriculum, leadership, problem solving, organizing, and program and personnel evaluation will be addressed.</td>
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<tr>
<td>ADMIN 594B</td>
<td>ADMINISTRATIVE PRACTICUM PART II: ORGANIZATIONAL MANAGEMENT</td>
<td>1</td>
<td>College of Education</td>
<td>This practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on organizational management. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, human resource management, and budgeting will be addressed.</td>
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<td>ADMIN 594C</td>
<td>PRINCIPAL PRACTICUM PART III: PROF PERSPECTIVES &amp; REF PRAC</td>
<td>College of Education</td>
<td>This practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and community relations will be addressed.</td>
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<tr>
<td>ADMIN 596A</td>
<td>PRINCIPAL INTERNSHIP PART I: INSTRUCTIONAL LEADERSHIP</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on instructional leadership. Application of all principles and techniques of planning and managing curriculum and instruction, accountability systems, leadership, problem solving, and organizing will be addressed.</td>
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<tr>
<td>ADMIN 596B</td>
<td>PRINCIPAL INTERNSHIP PART II: ORGANIZATIONAL MANAGEMENT</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on organizational management. Application of all principles and techniques of planning, leadership, problem solving, organizing, human resource management, personnel evaluation, and budgeting will be addressed.</td>
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<td>ADMIN 596C</td>
<td>PRINCIPAL INTERNSHIP PART III: PROFESSIONAL PRACTICE</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and family and community relations will be addressed.</td>
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<td>ADMN 500CA</td>
<td>ORIENTATION TO CALIFORNIA ADMINISTRATION AND SUPERVISION</td>
<td>0</td>
<td>College of Education</td>
<td>This course provides an orientation to the primary components of the California Administration and Supervision Program. Students will be introduced to the program’s progression and degree completion requirements. Field experience, portfolio, and practicum will be introduced.</td>
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<td>AED 200</td>
<td>CONTEMPORARY ISSUES IN AMERICAN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the teaching profession. It introduces the student to the various issues affecting teachers. The primary focus will be on contemporary issues teachers and educators face in today’s schools. Throughout the course, all aspects of the teaching profession will be incorporated from the societal differences of the students in the classroom, to school organization and governance, to teaching philosophies and instruction. This course will provide a foundation for understanding the education profession.</td>
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<tr>
<td>AED 201</td>
<td>TEACHING AS A PROFESSION</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces students to issues commonly faced by those in the education profession. In addition to discussing the professional foundations of teaching, students will examine and discuss issues related to the needs, rights and responsibilities of diverse learners in a changing society. Governance and legal issues in the educational system will be addressed as well.</td>
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<tr>
<td>AED 202</td>
<td>CHILD DEVELOPMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides a context for understanding and addressing teaching and learning issues encountered in the classroom. Students will be introduced to the major benchmarks of children’s social, emotional, cognitive, and language development, as well as to the notion of multiple intelligences. As each of these topics is addressed, its instructional implications will be discussed.</td>
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<td>AED 203</td>
<td>CLASSROOM INSTRUCTION</td>
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<td>College of Education</td>
<td>This course encompasses the various aspects of classroom instruction. Its</td>
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<td>foundation is the understanding of curriculum that guides instruction.</td>
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<td>The course builds on this foundation by examining instructional</td>
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<td>approaches, programs, lesson plans, and assessments in language arts,</td>
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<td>social science, mathematics, and science. In addition, it addresses ways</td>
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<td>in which instruction can be organized and managed effectively to</td>
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<td>facilitate learning.</td>
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<td>AED 204</td>
<td>DIVERSITY IN THE CLASSROOM</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on developing students' understanding of the</td>
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<td>concepts of culture and diversity, and implications for learning and</td>
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<td>instruction. Students will read about and discuss the issues of</td>
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<td>educational equity and multiculturalism and will connect these</td>
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<td>perspectives to instructional strategies that may be used in the</td>
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<td>classroom.</td>
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<td>AED 205</td>
<td>CLASSROOM MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>Effective education professionals are able to gain student cooperation</td>
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<td>and foster motivation, so all students can be actively engaged in the</td>
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<td>learning process. This course presents research-based, practical</td>
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<td>strategies that provide support toward a positive and effective learning</td>
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<td>environment. Topics covered include establishing classroom standards,</td>
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<td>monitoring student learning and behavior, and techniques to respond</td>
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<td>appropriately to various student needs and disruptive behavior.</td>
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<td>AED 222</td>
<td>INTRO TO THE EXCEPTIONAL LEARNER</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the exceptional learner, the student</td>
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<td>who differs from the average or normal student, with emphasis on factors</td>
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<td>relating to current practices, identification, characteristics, and</td>
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<td>educational adaptations. The course focuses on issues related to</td>
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<td>mildly disabled, severely disabled, emotionally and behaviorally</td>
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<td>disordered, mentally retarded, and gifted students.</td>
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<td>AET 500</td>
<td>FOUNDATIONS OF ADULT LEARNING THEORY</td>
<td>3</td>
<td>College of Education</td>
<td>Learners focus on the principles of adult learning and andragogical theory. In addition, learners address the history of adult learning, the characteristics of adult learners, key adult learning theories, and learning processes and styles. Learners investigate factors that influence adult education and training environments such as motivation, critical thinking skills, and ethics. Additionally, learners review current developments in the field of adult education, training, and workplace learning.</td>
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<tr>
<td>AET 505</td>
<td>FOUNDATIONS OF ADULT EDUCATION AND TRAINING</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the principles of adult learning and andragogical theory. It addresses the history of adult learning, the characteristics of adult learners, key adult learning theories, and learning processes and styles. Additionally, the course investigates factors that influence adult education and training environments such as motivation and ethics.</td>
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<tr>
<td>AET 508</td>
<td>COMMUNITY-BASED EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of community-based programs and services available for adult learners. Learners examine programs designed to enable adults to engage in educational, informational, and enrichment activities for lifelong learning. Learners examine issues, trends, and barriers to success for adult students, including areas such as social and community services, economic issues, and legislative influence. Additionally, learners review special populations of adult learners such as the aging population, adults with disabilities, military veterans, immigrants, refugees, incarcerated adults, and sexual minorities.</td>
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<tr>
<td>AET 510</td>
<td>CRITICAL ISSUES AND TRENDS IN ADULT EDUCATION AND TRAINING</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores trends, issues, and innovative programs in adult education and training. It focuses on the demographics of adult learners and on the implications of diversity for instruction. Learners examine political, cultural, social, and ethical issues that impact adult education and training. The course also examines these issues within an historical context.</td>
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<td>AET 515</td>
<td>INSTRUCTIONAL DESIGN</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on systematic approaches to instructional design. Learners create an instructional plan that outlines each of the five components of a systematic instructional design model (i.e., ADDIE: analysis, design, development, implementation, and evaluation). The course identifies trends and issues in instructional design for adult learners.</td>
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<tr>
<td>AET 520</td>
<td>INSTRUCTIONAL STRATEGIES IN ADULT EDUCATION AND TRAINING</td>
<td>3</td>
<td>College of Education</td>
<td>This course builds upon the foundation provided by the instructional design course and focuses on development and implementation of instruction that facilitates adult learning. Learners examine and apply models, strategies, and methods for planning and implementing instruction. Instructional approaches, engagement strategies, and management of the instructional environment are explored.</td>
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<td>AET 525</td>
<td>FACILITATING INSTRUCTION FOR DIVERSE ADULT LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on facilitation strategies for meeting the needs of diverse adult learners. It examines differences among adult learners in language, literacy skills, and learning styles. It also utilizes previous learning experiences and provisions of the Americans with Disabilities Act (ADA) to provide differentiated instruction to address different needs. In addition, this course covers the challenges and the opportunities that diversity and multiculturalism present in facilitating adult education and training.</td>
</tr>
<tr>
<td>AET 530</td>
<td>TECHNOLOGY FOR THE ADULT LEARNER</td>
<td>2</td>
<td>College of Education</td>
<td>This course explores a variety of ways in which technology can support and facilitate instruction for adult learners, including the use of web resources and multimedia. It also addresses the facilitator’s role in researching, selecting, integrating, and managing technology in an adult learning and training environment. The course focuses on technologies, software applications, and the evaluation of technology. Additionally, the course incorporates the importance of copyright and educational fair use.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>AET 531</td>
<td>TECHNOLOGY FOR THE ADULT LEARNER</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores a variety of ways in which technology can support and facilitate instruction for adult learners including the use of Web resources and multimedia. It also addresses the facilitator's role in researching, selecting, integrating, and managing technology in an adult learning and training environment. It focuses on technologies, software applications, and the evaluation of technology. Additionally, the course incorporates the importance of copyright and educational fair use.</td>
</tr>
<tr>
<td>AET 531CA</td>
<td>TECHNOLOGY FOR THE ADULT LEARNER</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores a variety of ways in which technology can support and facilitate instruction for adult learners including the use of Web resources and multimedia. It also addresses the facilitator's role in researching, selecting, integrating, and managing technology in an adult learning and training environment. It focuses on technologies, software applications, and the evaluation of technology. Additionally, the course incorporates the importance of copyright and educational fair use.</td>
</tr>
<tr>
<td>AET 535</td>
<td>ASSESSMENT AND EVALUATION IN ADULT LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on developing the skills necessary to become effective assessors of adult learners in postsecondary and training environments. It provides the fundamentals of varied classroom assessments and training evaluation models, such as formative and summative tests and authentic assessments. Learners develop assessments and analyze how assessment data is used to improve instruction and learning. Additionally, the purposes, the methods, and the reporting of evaluation for trainers are explored.</td>
</tr>
<tr>
<td>AET 540</td>
<td>E-LEARNING</td>
<td>2</td>
<td>College of Education</td>
<td>This course focuses on e-learning for adult learners. Students will apply instructional design techniques, learning theory, and technical tools to propose appropriate e-learning solutions to knowledge gaps and performance challenges.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>AET 541</td>
<td>E-LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on e-learning for adult learners. Students will apply instructional design techniques, learning theory, and technical tools to propose appropriate e-learning solutions to knowledge gaps and performance challenges.</td>
</tr>
<tr>
<td>AET 545</td>
<td>E-LEARNING DESIGN TECHNOLOGIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides adult learners the opportunity to design a Web-based e-learning tutorial. The focus is on the importance of planning, principles of good Web-page design, storyboarding, and elements of multimedia. Web-based design standards, as well as appropriate use of Web pages and multimedia, are analyzed. It reviews e-learning software, computer-mediated delivery platforms, and learning management systems.</td>
</tr>
<tr>
<td>AET 550</td>
<td>PERFORMANCE IMPROVEMENT AND MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides learners with an overview of performance improvement principles. Learners identify and analyze organizational performance gaps, create learning interventions to diminish those gaps, and evaluate training using Kirkpatrick’s four levels.</td>
</tr>
<tr>
<td>AET 552</td>
<td>MARKETING ADULT EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares graduate students to apply marketing principles to the roles they play as trainers and adult educators. Topics include the following: marketing basics, obtaining buy-in, market research, marketing strategies, communications, negotiation, and advocacy in education.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
<td>College of Education</td>
<td>Description</td>
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<tr>
<td>AET 555</td>
<td>OVERVIEW OF THE COMMUNITY COLLEGE</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the community college. It examines global, national, and local perspectives of the community college. The course also examines the history and development, mission and purpose, functions, governance and organization, and trends and issues of community colleges.</td>
</tr>
<tr>
<td>AET 560</td>
<td>FACILITATING CHANGE</td>
<td>3</td>
<td>College of Education</td>
<td>Learners focus on facilitating change by transforming theory into application using effective researched-based methods related to global influences of change, change management, and the analysis of human capital. In addition, learners explore various change management strategies and the use of skill sets that include being objective, using analysis, and using active listening when dealing with organizational change. Learners demonstrate an understanding of how to apply skills that are used by effective leaders and trainers to develop and conduct training sessions that lead the change process.</td>
</tr>
<tr>
<td>AET 562</td>
<td>SOCIAL MEDIA FOR PROFESSIONAL LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>Learners are introduced to the use of social media tools and resources that support professional learning in the 21st century. Learners explore a variety of social media tools for individual and collaborative learning, including development of a personal learning network. In addition, learners examine leading responsible social media usage and the future of social media for professional learning.</td>
</tr>
<tr>
<td>AET 570</td>
<td>PROGRAM DEVELOPMENT IN ADULT EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>Learners examine a leader’s role in developing and managing adult education within an organization. Learners define the organization’s learning needs from a systems perspective, review the leader’s role in management of multicultural training, and understand return on investment methodologies. In addition, learners review topics about networking and partnerships for successful learning, and identifying future trends in training and program development.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
<td>College</td>
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<tr>
<td>AETX 531</td>
<td>TECHNOLOGY FOR THE ADULT LEARNER</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores a variety of ways in which technology can support and facilitate instruction for adult learners including the use of Web resources and multimedia. It also addresses the facilitator’s role in researching, selecting, integrating, and managing technology in an adult learning and training environment. It focuses on technologies, software applications, and the evaluation of technology. Additionally, the course incorporates the importance of copyright and educational fair use.</td>
</tr>
<tr>
<td>AETX 545</td>
<td>E-LEARNING DESIGN TECHNOLOGIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides adult learners the opportunity to design a Web-based e-learning tutorial. The focus is on the importance of planning, principles of good Web-page design, storyboarding, and elements of multimedia. Web-based design standards, as well as appropriate use of Web pages and multimedia, are analyzed. It reviews e-learning software, computer-mediated delivery platforms, and learning management systems.</td>
</tr>
<tr>
<td>AIS 300</td>
<td>CONTEMPORARY ISSUES IN AMERICAN INDIAN STUDIES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the issues, policies, and other challenges pertaining to American Indians today, including health, education and the tribal federal legal relationship.</td>
</tr>
<tr>
<td>AJS 503</td>
<td>INTRO TO GRADUATE STUDY IN CRIMINAL JUSTICE AND SECURITY</td>
<td>1</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides new College of Security and Criminal Justice graduate students with an introduction to the university's learning goals and resource utilization. Students will demonstrate graduate-level composition skills, communication skills and strategies for collaboration, critical thinking skills, the use of academically appropriate resources, and a basic knowledge of the United States Constitution.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>AJS 504</td>
<td>SURVEY OF JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This is a survey course that introduces policing, the court systems, corrections, and private security and how they relate to each other. Challenges in these relationships are also presented.</td>
</tr>
<tr>
<td>AJS 514</td>
<td>CRIMINOLOGICAL THEORY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This is an advanced course in theories and crime causation, including classical, biological, psychological, sociological, and social-psychological approaches. This course also addresses victimology, to include topics such as victimization statistics, victimogenesis, and the prevention of victimization.</td>
</tr>
<tr>
<td>AJS 524</td>
<td>CYBERCRIME AND INFORMATION SYSTEMS SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides an overview of the nature of criminal activity that is facilitated through, or that targets, information systems. The course also reviews security measures that are designed to protect the software, hardware, and data associated with information systems.</td>
</tr>
<tr>
<td>AJS 534</td>
<td>ORGANIZATIONAL ADMINISTRATION IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the various elements of organizational administration, behavior, and management in criminal justice organizations. It provides the student with an understanding of individual and group dynamics, problem solving concepts, and administrative processes associated with organizational behavior and structures that exist in the criminal justice system.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>AJS 544</td>
<td>ETHICS IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course will examine the theoretical and philosophical basis of ethics and the standards of professional conduct and leadership applicable to justice and security agencies. Relevant case studies will be used, as well as contemporary situations in ethics.</td>
</tr>
<tr>
<td>AJS 554</td>
<td>CONCEPTS OF PHYSICAL AND PERSONAL SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides the student with an understanding of contemporary concepts of physical facility security and personal protection.</td>
</tr>
<tr>
<td>AJS 564</td>
<td>MANAGEMENT OF INSTITUTIONAL RISK AND CRITICAL INCIDENT MGMT</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides an overview of the relationship between risk assessment and consequence management within the context of justice and security organizations. It examines the specific factors to mitigate risk and the critical incident response to maintain order when risk management fails. Topics include defining risk, planning factors for critical incident response, lessons learned.</td>
</tr>
<tr>
<td>AJS 574</td>
<td>FINANCE AND BUDGETING IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course introduces fundamental concepts of using financial tools and analysis for effective managerial decision making in criminal justice and security. Topics include the role of financial management in the criminal justice and security organization, concepts and principles underlying financial practices, and operational planning and budgeting.</td>
</tr>
<tr>
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<tr>
<td>AJS 583</td>
<td>LEGAL ISSUES IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines the competing legal and social issues that influence the actions of public officials, security personnel, and private citizens with respect to the provision of law enforcement, safety, and security services for various elements of society. The potential conflicts between public policy and civil rights will be discussed.</td>
</tr>
<tr>
<td>AJS 584</td>
<td>FORENSIC SCIENCE AND PSYCHOLOGICAL PROFILING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides the student with a fundamental understanding of forensic science and technology, psychological profiling, and the application of scientific methodologies to the investigative process.</td>
</tr>
<tr>
<td>AJS 586</td>
<td>PUBLIC POLICY ISSUES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course addresses the development and influence of public policy with respect to specific justice and security issues facing American society.</td>
</tr>
<tr>
<td>AJS 594</td>
<td>PROGRAM DEVELOPMENT AND EVALUATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares the student to identify operational goals and to develop or evaluate programs designed to mitigate issues of societal order. This course will provide an understanding of the application of key concepts, methods, and approaches in program evaluation for the criminal justice and security profession.</td>
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<tr>
<td>Course Code</td>
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<td>College</td>
<td>Description</td>
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<tr>
<td>AJX 592</td>
<td>FORENSIC SCIENCE AND PSYCHOLOGICAL PROFILING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides the student with a fundamental understanding of forensic science and technology, psychological profiling, and the application of scientific methodologies to the investigative process.</td>
</tr>
<tr>
<td>AJX 595</td>
<td>PROGRAM DEVELOPMENT AND EVALUATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares the student to identify operational goals and to develop or evaluate programs designed to mitigate issues of societal order. This course will provide an understanding of the application of key concepts, methods, and approaches in the field of program evaluation within the criminal justice and security profession.</td>
</tr>
<tr>
<td>APB 001</td>
<td>ASSESSMENT PERIOD</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment break period 001.</td>
</tr>
<tr>
<td>APB 002</td>
<td>ASSESSMENT PERIOD</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment period break 002.</td>
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<tr>
<td>APB 003</td>
<td>ASSESSMENT PERIOD</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment period break 003.</td>
</tr>
<tr>
<td>APB 004</td>
<td>ASSESSMENT PERIOD</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment period break 004.</td>
</tr>
<tr>
<td>APB 005</td>
<td>ASSESSMENT PERIOD</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment period break 005.</td>
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<tr>
<td>APB 006</td>
<td>ASSESSMENT PERIOD BREAK 006</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is assessment break period 006.</td>
</tr>
<tr>
<td>ART 101</td>
<td>INTRODUCTION TO ART</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the elements and principles of art as well as the creation of various media, such as painting, sculpture, architecture, design, photography, and the decorative arts. Students apply techniques for viewing art critically to build an appreciation of various art forms. Themes within the course include contemporary topics in the arts, cultural diversity in the arts, and the arts in a historical context.</td>
</tr>
<tr>
<td>ARTS 100</td>
<td>INTRODUCTION TO THE VISUAL AND PERFORMING ARTS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines traditions and developments in the visual and performing arts genres including music, dance, theater, cinema, visual arts, and architecture. Students will be introduced to the elements of each genre along with an overview of their historical development in Western European tradition.</td>
</tr>
<tr>
<td>ARTS 125</td>
<td>POP CULTURE AND THE ARTS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the interactions between the arts and advertising, media, and lifestyle and cultural trends in contemporary American society. Familiarity will be gained with the various art forms and their relationship to personal and professional life, and in particular to how they contribute to the current conception of popular culture. Students are asked to examine current trends and cultural changes and to assess the role the arts have played in creating them.</td>
</tr>
<tr>
<td>ARTS 230</td>
<td>SURVEY OF THE VISUAL ARTS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course offers a foundation in the visual arts, elements, styles, and critical analysis for beginning art students. Emphasis is on identifying and explaining styles of visual arts from various cultures, eras, and places. The course focuses on the interpretation of art to understand meaning, and the ability to make critical judgment based on principles of art. Students learn to communicate ideas and expression through their own creative work in a two-dimensional, three-dimensional, video, or other time-based media.</td>
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<tr>
<td>ARTS 230CA</td>
<td>SURVEY OF THE VISUAL ARTS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course offers a foundation in the visual arts, elements, styles, and critical analysis for beginning art students. Emphasis is on identifying and explaining styles of visual arts from various cultures, eras, and places. The course focuses on the interpretation of art to understand meaning, and the ability to make critical judgment based on principles of art. Students learn to communicate ideas and expression through their own creative work in a two-dimensional, three-dimensional, video, or other time-based media.</td>
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<tr>
<td>ARTS 340</td>
<td>EXPLORATION OF WESTERN CLASSICAL MUSIC</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce students to Western European music from the Baroque period through the beginning of the 20th Century. The course will emphasize the history, musical development, and accomplishments of the Baroque, Classical, Romantic, and Early 20th Century periods in music. Students will learn to recognize form, style, texture, and characteristics of each period by studying a variety of composers and the representative masterpieces of each period.</td>
</tr>
<tr>
<td>ARTS 340CA</td>
<td>EXPLORATION OF WESTERN CLASSICAL MUSIC</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce students to Western European music from the Baroque period through the beginning of the 20th Century. The course will emphasize the history, musical development, and accomplishments of the Baroque, Classical, Romantic, and Early 20th Century periods in music. Students will learn to recognize form, style, texture, and characteristics of each period by studying a variety of composers and the representative masterpieces of each period.</td>
</tr>
<tr>
<td>AUT 500</td>
<td>FOUNDATIONS OF AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides foundational information about Autism Spectrum Disorders. Participants identify general characteristics associated with Autism Spectrum Disorder including learning preferences, behaviors, and patterns. Participants also learn interventions, accommodations, and supports, with emphasis on recent technology.</td>
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<td>Course Code</td>
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<td>College of Education</td>
<td>Description</td>
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<tr>
<td>AUT 501</td>
<td>DIAGNOSIS AND ASSESSMENT OF AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the cauastion, characteristics, and diagnosis of Autism Spectrum Disorders. Participants learn how to collect data in a classroom for diagnosis referral. Participants also learn how assessment tools relate to Individualized Education Programs and program development for students with Autism Spectrum Disorders.</td>
</tr>
<tr>
<td>AUT 502</td>
<td>SPEECH AND LANGUAGE DEVELOPMENT IN AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course highlights the developmental differences in verbal and nonverbal communication of students with Autism Spectrum Disorders. Intervention strategies are described including the integration of augmentative and alternative communication systems. Participants construct communication profiles and develop strategies for integrating functional communication interventions across learning environments.</td>
</tr>
<tr>
<td>AUT 503</td>
<td>COMMUNICATION AND SOCIALIZATION IN AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to address common social skill deficits in Autism Spectrum Disorders: social cognition, social communication, social initiation, and social reciprocity. Identification of various ways to assess social skills is addressed. Participants focus on interventions that promote social skill acquisition and enhance social skill performance. Instructional tools and adaptations necessary to foster the development of social skills are also explored.</td>
</tr>
<tr>
<td>AUT 504</td>
<td>AUTISM SPECTRUM DISORDERS: CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the instructional and organizational skills necessary for teaching students with Autism Spectrum Disorders. Participants learn to develop and implement Individualized Education Plans and to create effective, efficient, and engaging instruction for students with Autism Spectrum Disorders. Instructional accommodations and inclusion are also addressed.</td>
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<tr>
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<tr>
<td>AUT 505</td>
<td>AUTISM SPECTRUM DISORDERS AND BEHAVIOR MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on behavioral characteristics of students with Autism Spectrum Disorders and identifies assessment tools to be used across learning environments. Participants develop behavior intervention plans that include sensory supports and structured routines to enhance students’ lives and learning. Behavior generalization and self-monitoring strategies are also explored.</td>
</tr>
<tr>
<td>AUT 506</td>
<td>AUTISM SPECTRUM DISORDERS: COLLABORATION AND CONSULTATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores needs and techniques for collaboration. Topics include: interpersonal communication, problem solving, cultural diversity, teaming, and family systems theory. Participants explore strategies that promote effective collaboration among service providers, community agencies, and families in a culturally and ethically responsive manner in order to promote desirable life outcomes for individuals with Autism Spectrum Disorder.</td>
</tr>
<tr>
<td>AUT 507</td>
<td>LEGAL AND ETHICAL ISSUES: AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores legislative and ethical standards for individuals with Autism Spectrum Disorder. Participants discuss and explore legal requirements and analyze ethical responsibilities to gain an understanding of the current tensions, critical issues, and debates within special education and related policy domains.</td>
</tr>
<tr>
<td>BCC 395</td>
<td>CONTEMPORARY ISSUES AND FUTURES IN CYBERCRIMES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines both the principle topics in the field of cybercrime investigation as well as the examination of the varying issues regarding the futures within the field of technology-facilitated crime. Students will focus on relevant exploration of technology crimes that reflect key fundamentals of current conditions and what may be expected in technology and cybercrime in the years to come. Students will apply critical review of current technological crimes and engage in in-depth discussions of these concepts as a basis for comprehensive understanding at the local and global levels of cybercrime investigation and prevention.</td>
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### BCC 400 INFORMATION SYSTEMS FUNDAMENTALS

<table>
<thead>
<tr>
<th>Credits</th>
<th>Department</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course introduces the fundamentals of computer systems and the role of information processing in current business environments. Students receive an overview of information systems, systems development, operating systems, networking, telecommunications, security concerns, and the Internet. Completing this course provides students new skills and knowledge that better prepares them for the Cybercrime specialization courses, and aids their present or future organizations as leaders, providing service to their communities.</td>
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### BCC 401 CYBERCRIME IN THE 21ST CENTURY

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<th>Credits</th>
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<tr>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores developments and changes in the practice of criminal justice brought about by technology and crime as well as the rapid technological change in computers, and other Internet access devices. Specific topics include: cybercrime, how different cybercrimes are committed, the rapid evolution of technology and its effects on crime, cybercrimes against persons, and criminal justice agencies involved in the investigation and prevention of cybercrimes. The new skills and knowledge gained in this course will add to the protection, safety, and security of our society.</td>
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### BCC 402 CYBERCRIME AND ROLE OF LAW ENFORCEMENT SECURITY PERSONNEL

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<th>Credits</th>
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<th>Course Description</th>
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<tr>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the developments and changes in the role of law enforcement and security officials in their investigation of cybercrimes. Specific topics include: cybercrime forensics, obtaining search warrants for cybercrimes, jurisdictional issues in cybercrimes, law enforcement issues in cybercrimes, and personal and corporate security and the prevention of cybercrimes. Upon completion of this cybersecurity course, students will have new skills and knowledge that will aid their present or future organizations, and as leaders provide service to their communities.</td>
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### BCC 403 GLOBAL TECHNOLOGY AND CYBERCRIME

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<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>In this course, students will study how global technology is used to further cybercrime. Topics in this course include homeland security and cybertechnology, global technology, threats to the United States, preventing and fighting global technology crime, and the role of local and federal agencies in preventing and investigating global technology crimes. Students will also explore the future of law enforcement and security to prevent and fight global cybercrimes. The new skills and knowledge gained by the students will aid them in their current or future professional endeavors.</td>
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<tr>
<td>BCOM 231</td>
<td>BUSINESS COMMUNICATION FOR ACCOUNTANTS</td>
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<td>BEH 225</td>
<td>INTRODUCTION TO BEHAVIORAL SCIENCE</td>
<td>3</td>
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<td>BIO 100</td>
<td>INTRODUCTION TO LIFE SCIENCE WITH LAB</td>
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<td>BIO 204</td>
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<td>BIO 240</td>
<td>GENERAL BIOLOGY</td>
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<td>BIO 280</td>
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<tr>
<td>BIO 291</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
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<td>BIO 315</td>
<td>ECOLOGY AND EVOLUTION</td>
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<td>BIO 325</td>
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<td>BIO 410</td>
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<td>BIS 221</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</td>
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<td>MANAGING INFORMATION TECHNOLOGY IN THE HOSPITALITY INDUSTRY</td>
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<td>BIS 318</td>
<td>TECHNOLOGY IN RETAIL MANAGEMENT</td>
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<td>BIS 320</td>
<td>BUSINESS INFORMATION SYSTEMS</td>
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<td>BIS 375</td>
<td>SUPPLY CHAIN INFORMATION MANAGEMENT IN ONLINE</td>
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<td>BLE 503</td>
<td>FOUNDATIONS OF INSTRUCTION</td>
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<td>BPA 200</td>
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<td>CRITICAL THINKING AND DECISION MAKING IN THE PUBLIC SECTOR</td>
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<td>POLITICS AND CITIZENSHIP: THE PUBLIC POLICY ENVIRONMENT</td>
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<td>BPA 303</td>
<td>PUBLIC PROGRAMS: IMPLEMENTATION &amp; EVAL IN A DYNAMIC ENVIRON</td>
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<td>PRINCIPLES OF GOVERNMENTAL ACCOUNTING</td>
<td>College of Criminal Justice and Security</td>
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<td>PERSONNEL MANAGEMENT</td>
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<td>BPA 331</td>
<td>FINANCIAL MANAGEMENT FOR NON-PROFIT ORGANIZATIONS</td>
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<tr>
<td>BPA 341</td>
<td>PUBLIC PROGRAMS: IMPLEMENT AND EVALUATE IN A DYNAMIC SETTING</td>
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<td>BPA 351</td>
<td>RESEARCH IN PUBLIC ADMINISTRATION</td>
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<td>BPA 361</td>
<td>GRANT WRITING</td>
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<td>College of Criminal Justice and Security</td>
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<td>BPA 381</td>
<td>PUBLIC ADMINISTRATION POLICY, LEGAL ISSUES, LAW &amp; ETHICS</td>
<td>College of Criminal Justice and Security</td>
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<td>BPA 406</td>
<td>THE PUBLIC LEADER: INTEGRATION AND APPLICATION</td>
<td>School of Business</td>
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<td>GOVERNMENT AND NON-PROFIT ACCOUNTING</td>
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<td>BPA 411</td>
<td>PUBLIC FINANCE: SOURCES, MANAGEMENT, AND REPORTS</td>
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<td>ORGANIZATIONAL BEHAVIOR AND ETHICAL RESPONSIBILITY</td>
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<td>LEADERSHIP IN THE PUBLIC SECTOR</td>
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<td>URBAN AND REGIONAL PLANNING</td>
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<td>CAPITAL IMPROVEMENT PLANNING &amp; MANAGEMENT</td>
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<td>BPA 461</td>
<td>CONTEMPORARY ISSUES IN PUBLIC ADMINISTRATION</td>
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<td>BRM 216</td>
<td>INTRODUCTION TO THE RETAIL INDUSTRY</td>
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<td>BRM 226</td>
<td>CUSTOMER SERVICE MANAGEMENT</td>
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<td>BRM 236</td>
<td>SALES, TOOLS, AND STRATEGIES</td>
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<td>This course is an examination of basic principles involved in the sales process, the relationship between sales and business objectives, and managing the sales force and customer relationships. Emphasis is placed on sales planning, developing specific goals to meet the business objectives, and adapting to changes in the market.</td>
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<tr>
<td>BRM 246</td>
<td>RETAIL MARKETING: MERCHANDISING</td>
<td>3</td>
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<td>This course presents strategies for capitalizing on consumer behavior and growing retail market share through the application of research, advertising, and innovative retail merchandising tactics. Students will be prepared to execute the elements of the marketing mix and merchandising strategies to be successful in a retail setting.</td>
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<tr>
<td>BRM 256</td>
<td>RETAIL PERSONNEL MANAGEMENT</td>
<td>3</td>
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<td>This course focuses on the personnel management aspects of retail management. Students will be prepared to utilize recruiting and staffing, motivating, training, and ethics concepts to effectively lead retail personnel.</td>
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<tr>
<td>BRM 266</td>
<td>RETAIL OPERATIONS: SUPPLY MANAGEMENT</td>
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<td>This course is an examination of the retail operations function of retail management including value chain logistics, channel management, vendor relationships, and purchasing. Students will be prepared to develop strategic alliances and optimize the supply chain in a retail setting.</td>
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<tr>
<td>BRM 276</td>
<td>LEADERSHIP AND SUPERVISION IN RETAIL CAPSTONE</td>
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<td>BRM 277</td>
<td>LEADERSHIP AND SUPERVISION IN RETAIL APPLIED CAPSTONE</td>
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<td>BRM 353</td>
<td>PRODUCT AND BRAND MANAGEMENT</td>
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<td>BRM 360</td>
<td>RETAIL DATA ANALYTICS FOR DECISION MAKING</td>
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<td>BSA 250</td>
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<td>BSA 310</td>
<td>BUSINESS SYSTEMS</td>
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<td>BSA 375</td>
<td>FUNDAMENTALS OF BUSINESS SYSTEMS DEVELOPMENT</td>
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<td>BSA 376</td>
<td>SYSTEMS ANALYSIS AND DESIGN</td>
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<td>BSA 385</td>
<td>INTRO TO SOFTWARE ENGINEERING</td>
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<td>BSA 411</td>
<td>SYSTEMS ANALYSIS METHODOLOGIES</td>
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<td>BSA 412</td>
<td>SYSTEMS ANALYSIS TOOLS</td>
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<td>BSA 500</td>
<td>BUSINESS SYSTEMS I</td>
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<td>BSA 502</td>
<td>BUSINESS SYSTEMS II</td>
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<td>BSA 505</td>
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<td>BSA 510</td>
<td>IT GOVERNANCE AND MANAGEMENT</td>
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<td>BSA 515</td>
<td>ACQUISITION, DEVELOPMENT AND IMPLEMENTATION OF IS</td>
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<td>BSA 520</td>
<td>OPERATIONS, MAINTENANCE AND SUPPORT OF IS</td>
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<td>BSA 525</td>
<td>INFORMATION ASSETS PROTECTION</td>
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<td>BSA 530</td>
<td>IT ARCHITECTURE</td>
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<td>BSA 540</td>
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<td>BSA 545</td>
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<td>BSA 550</td>
<td>CUSTOMER RELATIONSHIP MANAGEMENT</td>
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<td>BSA 570</td>
<td>ANALYTIC PROGRAMMING</td>
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<td>BSA 580</td>
<td>STATISTICAL BUSINESS ANALYTICS</td>
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<td>INTRODUCTION TO COMMUNICATION</td>
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<td>FOUNDATIONS OF INTERPERSONAL COMMUNICATION</td>
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<td>INFORMATION LITERACY</td>
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<td>BSCOM 260</td>
<td>COMMUNICATION COMPETENCE IN THE WORKPLACE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Within the context of developing technical writing skills, students examine how culture generates expectations regarding how communication should occur within a professional environment. Students develop greater sensitivity to intercultural differences to foster effective information exchange using best practices for written communication in the workplace.</td>
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<tr>
<td>BSCOM 268</td>
<td>FOUNDATIONS OF MASS COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys the basic theories of mass communication. Ethical and related problems of mass communication will be studied from contemporary and historical viewpoints. The course will encourage a critical analysis of the performance of mass media.</td>
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<td>BSCOM 300</td>
<td>ADVERTISING AND THE MEDIA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course addresses the elements of advertising and the media. Topics include advertising concepts, selection of media, and the use of media and advertising as marketing communications tools. The course also emphasizes the ongoing convergence of media content and commercial messages and how it is redefining marketing communications.</td>
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<tr>
<td>BSCOM 324</td>
<td>COMMUNICATION RESEARCH</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the research methods employed in the communication discipline and enhancing the understanding of credible sources and accurate information. Students will learn of the most frequently applied components of communication research. Topics may include descriptive statistics, sampling, measures, research design, methodologies, and content analysis.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
<td>College of Humanities and Sciences</td>
<td>Description</td>
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<tr>
<td>BSCOM 330</td>
<td>COMPUTER MEDIATED COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the study of computer mediated communication and how it changes, shapes, and develops community through the use of diverse technological and social tools. Topics will include the history of computer-mediated communication, and how these technologies are leveraged in daily life. Students will develop their knowledge of computer mediated communication through immersive experiences of online and networked spaces and communities. Practical application of technology is used to complete communication projects to gain experience and depth of knowledge regarding how technology affects human communication.</td>
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<tr>
<td>BSCOM 336</td>
<td>COMMUNICATION THEORIES AND PRACTICE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the various theories of communication that create the foundation for study of communications in the bachelor’s degree program at the University of Phoenix. Major communication areas examined in this course include intrapersonal, interpersonal, group and teamwork, organizational, intercultural, and mass media. Each area, along with others, will be studied in greater depth in subsequent courses in the degree program.</td>
</tr>
<tr>
<td>BSCOM 348</td>
<td>SMALL GROUP AND TEAM COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the dynamics of group communication and effective team work. Both social and workplace scenarios will be examined. Analytical techniques will be included to provide effective strategies for communication in these contexts.</td>
</tr>
<tr>
<td>BSCOM 360</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines various theoretical frameworks necessary for effective organizational communication. It analyzes the application of communication strategies within organizations in terms of their effectiveness. It provides the infrastructure necessary for the creation and maintenance of successful communication strategies in organizations.</td>
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<tr>
<td>BSCOM 384</td>
<td>MARKETING COMMUNICATIONS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with the basic concepts and methods related to marketing communications, including communication theories and the communication mix. Emphasis is placed on the marketing mix variables of product, place, price, and promotion, as well as marketing communications tools.</td>
</tr>
<tr>
<td>BSCOM 385</td>
<td>PUBLIC RELATIONS AND MESSAGE MANAGEMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the role of public relations in marketing communications and how it can be used to attain organizational marketing and sales objectives. Topics covered in this course include media relations, relationship-building strategies, crisis communication, ethics, and the development of public relations messages.</td>
</tr>
<tr>
<td>BSCOM 386</td>
<td>SALES COMMUNICATIONS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course addresses the elements of sales communications. Topics include sales promotion, direct sales, personal selling, and customer relationship management as marketing communications tools.</td>
</tr>
<tr>
<td>BSCOM 390</td>
<td>INTERCULTURAL COMMUNICATIONS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The purpose of this course is to assist students to understand and apply the principles of effective intercultural communication in a diverse society and in global commerce. Students will develop an understanding of why and how cultural issues influence effective communication. This course introduces techniques for improving written, oral, and interpersonal communication skills in response to intercultural settings.</td>
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<tr>
<td>BSCOM 410</td>
<td>MEDIA AND SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The development and evolution of contemporary society have become inextricably intertwined with the development and use of electronic media within the past 100 years. This course explores the complex interactions involving society, information, communication, and the electronic media. Controversial topics that media have brought to the fore, and in some cases caused, will be highlighted.</td>
</tr>
<tr>
<td>BSCOM 415</td>
<td>COMMUNICATION LAW</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the U.S. legal environment and its specific laws, court decisions, policies, and regulations that address the freedom and responsibilities that come with the First Amendment to the U.S. Constitution. The personal, commercial, and political exercise of free speech, and its regulation, will be analyzed in this course.</td>
</tr>
<tr>
<td>BSCOM 435</td>
<td>CREATIVITY AND COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Creativity is described as a process leading to products or processes that are novel, useful, and meaningful. As a result, the designation of creative is inextricably tied up with the process of communicating. This course examines contemporary models of communication. Practical application of these theoretical constructs to the development and enhancement of one’s creativity is one of the primary focuses of the course.</td>
</tr>
<tr>
<td>BSCOM 460</td>
<td>ETHICS AND COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>While ethical decision-making permeates every facet of personal and professional life, this course focuses specifically upon ethical issues that are inherent in personal and public forms of communication. Special emphases are placed on ethical issues in commercial communication. Ethical decision-making models will be discussed and applied to cases involving various contemporary and controversial communication topics.</td>
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<tr>
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<tr>
<td>BSCOM 465</td>
<td>COMMUNICATION IN MEDIATION AND CONFLICT RESOLUTION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Communication is the foundation upon which mediation and other forms of alternative dispute resolution are based. This course starts with an examination of the theoretical basis for ADR in light of communication theory. Then it focuses upon the effective application of theory and practice to achieve meaningful results and to managing conflict in the future.</td>
</tr>
<tr>
<td>BSCOM 470</td>
<td>MARKETING AND SALES MESSAGE MANAGEMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on bridging the gap between sales and marketing communications through the use of customer message management. Topics covered in this course include creating a sense of value for customers, the development of marketing communications campaigns, the integration of the sales cycle and marketing communications, the use of a single voice to customers across all selling touch-points, and the ethical considerations associated with customer message management.</td>
</tr>
<tr>
<td>BSCOM 485</td>
<td>CAPSTONE IN COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is the capstone course for students pursuing the bachelor's of science in communication. The course provides students with the opportunity to integrate and apply learning from their professional program of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth in the study of communication, the benefits of lifelong learning, and the impact of these elements on their future.</td>
</tr>
<tr>
<td>BSHS 420</td>
<td>CASE MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers principles, practices, and issues in case management. The diagnosis and treatment of developmental, psychological, and psychiatric problems and treatment resources in least restrictive and most cost effective settings will be examined.</td>
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<tr>
<td>BSHS 450</td>
<td>PROGRAM DESIGN AND PROPOSAL WRITING</td>
<td>3</td>
<td></td>
<td>This course covers finding federal, state, and private funding for human service programs and agencies and writing proposals to secure funding. Students will practice designing programs and the evaluation of those programs.</td>
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<tr>
<td>BSHS 301</td>
<td>INTRODUCTION TO HUMAN SERVICES</td>
<td>3</td>
<td></td>
<td>This course is designed to give adult learners an overview of expectations for academic success in the Bachelor of Science in Human Services program. The course examines learning theory and the application of adult learning principles. Students will gain knowledge of skills needed to do critical thinking, make oral presentations, function in learning teams, conduct research, and write academic papers. Students will be introduced to the university library and learn how to access its resources successfully. An introduction to the human services profession will be accomplished by studying roles and responsibilities of human services workers.</td>
</tr>
<tr>
<td>BSHS 302</td>
<td>INTRODUCTION TO HUMAN SERVICES</td>
<td>3</td>
<td></td>
<td>This course is designed to give adult learners an overview of expectations for academic success in the Bachelor of Science in Human Services program. The course examines learning theory and the application of adult learning principles. Students will gain knowledge of skills needed to do critical thinking, make oral presentations, function in learning teams, conduct research, and write academic papers. Students will be introduced to the university library and learn how to access its resources successfully. An introduction to the human services profession will be accomplished by studying roles and responsibilities of human services workers.</td>
</tr>
<tr>
<td>BSHS 305</td>
<td>HISTORICAL DEVELOPMENT OF HUMAN SERVICES: AN INTRODUCTION</td>
<td>3</td>
<td></td>
<td>In this course students will learn the historical roots of human services and the creation of the human services profession. An investigation of current and historical legislation and how legislation is influenced by public and private attitudes provides a foundational understanding of basic human services ideology. A deep exploration of economic and governance systems affecting service delivery serves to develop essential skills for understanding and interpreting historical dynamics related to advocacy and social change initiatives in human services. Analysis of historical data and exposure to the range of political perspectives facilitates a general introduction and integration to the overall experience of the human service worker’s investment in the multidimensional field. Students will complete Module 1 of the MHF training. (3 credits).</td>
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In this course students will learn the historical roots of human services and the creation of the human services profession. An investigation of current and historical legislation and how legislation is influenced by public and private attitudes provides a foundational understanding of basic human services ideology. A deep exploration of economic and governance systems affecting service delivery serves to develop essential skills for understanding and interpreting historical dynamics related to advocacy and social change initiatives in human services. Analysis of historical data and exposure to the range of political perspectives facilitates a general introduction and integration to the overall experience of the human service worker's investment in the multidimensional field. Students will complete Module 1 of the MHF training. (3 credits).

This course presents an exploration of the major theoretical areas in the helping professions: cognitive, behavioral, affective humanistic, and systems. Students learn the theoretical bases for each of the major theories, the approach to change, and the techniques and interventions used by practitioners of these theories. The course emphasizes the development of a personal theory and approach to human services and the creation of a resource file containing practical applications of theory-based techniques for use by the human services worker.

This course presents an exploration of the major theoretical areas in the helping professions: cognitive, behavioral, affective humanistic, and systems. Students learn the theoretical bases for each of the major theories, the approach to change, and the techniques and interventions used by practitioners of these theories. The course emphasizes the development of a personal theory and approach to human services and the creation of a resource file containing practical applications of theory-based techniques for use by the human services worker.

This course explores the theory and practice of professional communication skills, including active listening, interviewing, nonverbal communication, and presentation skills. Students will develop their interpersonal skills through application of communication techniques and strategies.
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<tr>
<td>BSHS 322</td>
<td>COMMUNICATION SKILLS FOR THE HUMAN SERVICES PROFESSIONAL</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the theory and practice of professional communication skills, including active listening, interviewing, nonverbal communication, and presentation skills. Students will develop their interpersonal skills through application of communication techniques and strategies.</td>
</tr>
<tr>
<td>BSHS 325</td>
<td>HUMAN SYSTEMS AND DEVELOPMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Students will demonstrate a basic understanding of human development across the lifespan and of systems for meeting fundamental human needs. The course provides perspectives on individual roles in families, groups, and interpersonal relationships in communities, society, and organizations. Essential coursework components of human systems and development include theories of group dynamics and diversity, culture, aspects of human sexuality, social systems theory, and general processes effecting both developmental and social change. Students will complete Module 8 of the MHF training. (3 credits).</td>
</tr>
<tr>
<td>BSHS 325C</td>
<td>HUMAN SYSTEMS AND DEVELOPMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Students will demonstrate a basic understanding of human development across the lifespan and of systems for meeting fundamental human needs. The course provides perspectives on individual roles in families, groups, and interpersonal relationships in communities, society, and organizations. Essential coursework components of human systems and development include theories of group dynamics and diversity, culture, aspects of human sexuality, social systems theory, and general processes effecting both developmental and social change. Students will complete Module 8 of the MHF training.</td>
</tr>
<tr>
<td>BSHS 331</td>
<td>PROFESSIONAL, ETHICAL, AND LEGAL ISSUES IN HUMAN SERVICES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Curriculum Guide Description 4 01 2004: Ethical principles and practices of human service workers are examined in accordance with The Community Support Skill Standards for Human Service Workers and the Ethical Standards of Human Service Professionals. Major legal issues in the delivery of human services are examined. The roles, functions, and legal and ethical responsibilities of the human service worker are investigated.</td>
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<tr>
<td>BSHS 335</td>
<td>ETHICS AND VALUES FOR HUMAN SERVICE PROFESSIONALS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will become familiar with ethical standards for human service workers as outlined by the National Organization for Human Services (NOHS). An emphasis is placed on understanding concepts of least intrusive intervention, least restrictive environment, facilitating client self-determination, appropriate professional boundary maintenance, and employing interdisciplinary team approaches to problem-solving. Students will demonstrate understanding of requirements for client confidentiality, electronic record keeping, and portability of client information.</td>
</tr>
<tr>
<td>BSHS 335C</td>
<td>ETHICS AND VALUES FOR HUMAN SERVICE PROFESSIONALS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will become familiar with ethical standards for human service workers as outlined by the National Organization for Human Services (NOHS). An emphasis is placed on understanding concepts of least intrusive intervention, least restrictive environment, facilitating client self-determination, appropriate professional boundary maintenance, and employing interdisciplinary team approaches to problem-solving. Students will demonstrate understanding of requirements for client confidentiality, electronic record keeping, and portability of client information.</td>
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<tr>
<td>BSHS 341</td>
<td>FIELD EXPERIENCE PART I</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides information and support to assist students in their first field experience placement in a human services organization. Students will conduct interviews, learn to create a learning contract, and develop an understanding of their role in the human services delivery system. Weekly workshops are provided to offer support and supervision of student activities in the field. Students will complete a total of 100 hours of field experience during a ten-week period. Supervision will be provided on a weekly basis in 2-hour group sessions. Students will be exposed to the twelve core competencies of the BSHS program, with an emphasis on participant involvement, communication, community and service networking, as well as education, training, and self development.</td>
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<tr>
<td>BSHS 345</td>
<td>DIVERSITY AND SPECIAL POPULATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The emphasis of this course is on the context of diverse social systems including roles of ethnicity, gender, sexual orientation, cultural dynamics, socio-economic status, variations of learning styles, and individual ability in evaluation and client needs assessment. To complete this course, a student must demonstrate knowledge and understanding of human limitations and capacity, and of the resilient nature of humans. The course involves an exploration of special populations to include individuals with disabilities, economically disadvantaged families and foster children, single parents including single pregnant women, displaced homemakers, individuals with barriers to educational achievement (including those with limited English proficiency), the aging and elderly, individuals preparing for nontraditional employment, tribal communities, refugees and immigrants, and underserved or hard- to-serve populations in general. Students will complete Module 9 of the MHF training.</td>
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<td>Course Code</td>
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<td>College of Social Sciences</td>
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<tr>
<td>BSHS 345C</td>
<td>DIVERSITY AND SPECIAL POPULATIONS</td>
<td>3</td>
<td></td>
<td>The emphasis of this course is on the context of diverse social systems including roles of ethnicity, gender, sexual orientation, cultural dynamics, socio-economic status, variations of learning styles, and individual ability in evaluation and client needs assessment. To complete this course, a student must demonstrate knowledge and understanding of human limitations and capacity, and of the resilient nature of humans. The course involves an exploration of special populations to include individuals with disabilities, economically disadvantaged families and foster children, single parents including single pregnant women, displaced homemakers, individuals with barriers to educational achievement (including those with limited English proficiency), the aging and elderly, individuals preparing for nontraditional employment, tribal communities, refugees and immigrants, and underserved or hard- to-serve populations in general. Students will complete Module 9 of the MHF training.</td>
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<tr>
<td>BSHS 355</td>
<td>DELIVERY OF HUMAN SERVICES: THEORY AND PRACTICE</td>
<td>3</td>
<td></td>
<td>This course facilitates identification of specific human needs and conditions, which are the core of the human services profession, and the range of human service delivery systems that address them. The conditions most often encountered with addictions and chemical dependency, aging populations, crime, mental and physical illnesses, poverty, delinquency and developmental disabilities will be explored in depth. On completion of this course students will demonstrate knowledge of theory and skills necessary for employing the major models of human service delivery at individual, group and community levels with attention to global influences effecting social policy and the political and ideological perspectives on human services delivery internationally. Students will complete Module 2 of the MHF training.</td>
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<tr>
<td>BSHS 361</td>
<td>CHILD DEVELOPMENT</td>
<td>3</td>
<td></td>
<td>In this course students learn about human growth and development from conception through adolescence. Physical, cognitive, and psychosocial developmental domains are studied. Within those domains, language development, moral development, and multicultural issues are addressed. Practical application of developmental theory is included to help students appreciate the impact human services workers have on children, adolescents, and their caregivers.</td>
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<tr>
<td>BSHS 371</td>
<td>ADULT AND FAMILY DEVELOPMENT</td>
<td>3</td>
<td></td>
<td>In this course, students learn about the physical, social, emotional, and cognitive development of the adult in today's society. They explore each of the major stages of adult development: young adulthood, middle age, and late life. Myths about aging are examined, and current research is reviewed. Factors influencing physical and mental health throughout the life cycle are explored, including those that contribute to developmental problems and those that foster greater life satisfaction and health. Students examine the resources and services for the aged population.</td>
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<tr>
<td>BSHS 373</td>
<td>FINANCIAL MANAGEMENT IN HUMAN SERVICES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to introduce the human service student to the basic financial management concepts and tools needed for the successful management of a human service agency or program.</td>
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<tr>
<td>BSHS 375</td>
<td>INFORMATION SYSTEMS AND TECHNOLOGY IN HUMAN SERVICES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides the foundation for appropriate integration and use of information management systems crucial to the delivery of human services. Skills developed include methods of obtaining, organizing, analyzing, evaluating, maintaining and disseminating information. Domains addressed in the course involve the application of confidentiality guidelines and the appropriate use of client data, utilizing technology to assist in conducting needs assessments and basic program evaluation, and accessing research literature for advocacy and education initiatives. Basic computer skills such as word processing and the use of spreadsheets for maintaining a database are addressed along with a survey of assistive technology available for a range of special needs populations.</td>
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<tr>
<td>BSHS 385</td>
<td>INTERPERSONAL COMMUNICATION AND INTERVIEWING SKILLS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Human Services delivery requires expertise in communicating well with a wide range of people and groups. A key component of effective communication is the development of genuine positive regard for others, skill in establishing empathic relationships, and obtaining information needed for effective intervention with successful outcomes. This course provides knowledge of theory and practice in interpersonal communication. Students will learn skills for resolving conflict, establishing positive rapport, assisting clients in becoming clear about goals and focusing on outcomes, and practicing professional and ethical behaviors in all client interactions. Students will complete Modules 3, 4, 5 and 6 of the MHF training.</td>
</tr>
<tr>
<td>BSHS 391</td>
<td>LIFELONG LEARNING AND PROFESSIONAL DEVELOPMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course will examine the roles of lifelong learning and professional development for human service workers in the helping process. Students will clarify their values and aspirations and develop a plan for their personal professional development. Students will explore both short-term plans and long-range goals and research the requirements and resources for each.</td>
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<tr>
<td>BSHS 395</td>
<td>CLIENT ASSESSMENT AND PLANNING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course enables students to understand the process of conducting needs assessments, developing an action plan for services, implementing the action plan, and subsequent evaluation of outcomes. Students will learn the process of developing goals and measurable objectives, designing an individualized program for clients, implementing the program, and using ongoing assessment and evaluation of results to revise or modify individualized programs. Students will demonstrate competency in identifying needs, and mobilizing resources and necessary supports for assisting clients in meeting goals. Students will complete Module 10, 11 and 12 of the MHF training.</td>
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<tr>
<td>BSHS 402</td>
<td>CASE MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers principles, practices, and issues in case management. The diagnosis and treatment of developmental, psychological, and psychiatric problems and treatment resources in the least restrictive and most cost effective settings will be examined.</td>
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<tr>
<td>BSHS 405</td>
<td>INTERVENTION, DIRECT SERVICE DELIVERY &amp; CASE MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides an overview of the role of the human service worker as a change agent with a focus on the application of theory and skills necessary for providing interventions and direct service delivery to individuals and groups. Specifically, students will develop competence in professional skills such as case management, client intake and interviewing, and basic group and individual counseling techniques. Additionally, students will learn how to access resources, use consultation, and make referrals. Students will complete Module 16 of the MHF training. (3 credits) Prerequisite: BSHS 395.</td>
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<tr>
<td>BSHS 406</td>
<td>FAMILY AND SOCIAL SYSTEMS: CONTEMPORARY TRENDS AND ISSUES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Theories of public and private families, as differentiated by societal interaction, are explored with a focus on family systems as they exist within social systems. Micro and macro family environments are investigated. Students will examine theories involving the interconnected and interdependent features of contemporary families in a range of social systems. Topics include the family, the state, and social policy with historical perspectives from federal and state legislation. Students will debate current trends in social policy, the efficacy of social welfare systems on a global scale, and demonstrate an understanding of the concept of practical compromise. Roles of the human service worker as advocate and service provider in the family systems context will be addressed.</td>
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<td>BSHS 407</td>
<td>FAMILY VIOLENCE ACROSS THE LIFESPAN: A MULTI-</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the phenomenon and social problem of family violence with both macro- and micro-theory explanations and an in-depth literature review. Students will demonstrate an understanding of assessment strategies, consequences and contributing factors of family violence across socio-economic strata and the full range of diverse populations experiencing family violence. Attention is focused on professional and social responses that include clinical interventions, educational initiatives within schools, and responses to the disclosure of family violence in agency and private settings. Skills to develop a human services approach to preventing family violence are enhanced in this course; students are required to outline their own personal and professional roles in the movement to end family violence.</td>
</tr>
<tr>
<td>BSHS 407C</td>
<td>FAMILY VIOLENCE ACROSS THE LIFESPAN: A MULTI-</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the phenomenon and social problem of family violence with both macro- and micro-theory explanations and an in-depth literature review. Students will demonstrate an understanding of assessment strategies, consequences and contributing factors of family violence across socio-economic strata and the full range of diverse populations experiencing family violence. Attention is focused on professional and social responses that include clinical interventions, educational initiatives within schools, and responses to the disclosure of family violence in agency and private settings. Skills to develop a human services approach to preventing family violence are enhanced in this course; students are required to outline their own personal and professional roles in the movement to end family violence.</td>
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<tr>
<td>BSHS 408</td>
<td>CHILDHOOD ABUSE AND NEGLECT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the segment of family violence involving physical child abuse, child sexual abuse and exploitation, child neglect and psychological maltreatment of children. Students will examine the scope of these problems and the characteristics of both victims and perpetrators while conducting a search for patterns and dynamics of each distinction. Students will demonstrate knowledge and understanding of reporting requirements, treatment interventions, repressed memory controversy, working within the criminal justice system and the tenets of the Children’s Justice Act addressing investigation, prosecution and judicial handling of abuse and neglect cases. Areas of focus involve various forms of each category including indicators for the range of abuses on an international scale with child labor, slavery, and child prostitution issues.</td>
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<tr>
<td>BSHS 411</td>
<td>FIELD EXPERIENCE PART II</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Curriculum Guide Description 04 01 2004: This course will provide relevant information and support to assist students in their second field experience placement experience in a human service organization. Students will conduct interviews, create learning contracts, and develop a further understanding of their role in the human service delivery system. Weekly workshops are provided to offer support and supervision of student activities in the field. Students will complete a total of 100 hours of field experience during a 10-week period. Supervision will be provided on a weekly basis in 2-hour group sessions. Students will be exposed to the 12 Core Competencies of the BSHS program, with an emphasis on Assessment, Documentation, Facilitation of Services, and Community Living Skills and Supports.</td>
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<tr>
<td>BSHS 415</td>
<td>FIELD EXPERIENCE I</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This is a 15-week course requiring at least 175 hours of field experience, or an average of 12 hours per week committed to a field placement site. Students will work in a human services setting under the supervision of a qualified professional. In addition to providing direct service, students will attend a weekly 2-hour class for faculty supervision and evaluation of core competency development. Typical activities of a field placement involve employing skills acquired so far in the program progression: conducting interviews, working directly with clients and groups, developing action plans and documenting. Students will complete Modules 13 and 14 of the MHF training.</td>
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<tr>
<td>BSHS 415O</td>
<td>ORIENTATION TO FIELD EXPERIENCE</td>
<td>0</td>
<td>College of Social Sciences</td>
<td>This course will provide an overview of the expectations and requirements for a successful Field Experience. Students will be provided with information regarding field placement with approved sites, documentation of field experience, and requirements for supervision. Orientation is offered well in advance of the first Field Experience course, BSHS 415 to provide students ample time for field site selection. (0 credits) Prerequisite: BSHS 375. May not be taken as Directed Study.</td>
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<tr>
<td>BSHS 425</td>
<td>ADMINISTRATION &amp; MANAGEMENT OF HUMAN SERVICE PROGRAMS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Administration and management involve components of indirect services associated with systematic delivery of direct human services. Students will learn theories of strategic planning, human resource management, strategies for evaluation and planning the development of human service organizations, elements of agency operations, risk management, budgeting, and fiscal acquisition through grant writing and contract negotiation. The emphasis of this course is on leadership development, and managing professional and volunteer staff. Additional content areas addressed in the course involve advocacy efforts and grass roots movements focused on constituency building.</td>
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<tr>
<td>BSHS 426</td>
<td>HUMAN SERVICES MANAGEMENT: THEORY &amp; PRACTICE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course traces the historical context of human services management as it relates to current theory and practice. Students will examine strategies for managing an integrated, diverse workforce and prepare to be generalists, understanding the scope of leading an organization with commonly encountered agency pressures. Students will employ learned management practices to inspect, distinguish, and measure the important attributes of program management and supervision. By demonstrating a basic understanding of organizational behavior and the challenges of embracing workforce diversity, dynamic systems change, performance evaluation and effective communication with a range of Para-professional and professionals, students will explore their roles as managers in the growing human services field. (3 credits) Prerequisite: BSHS 425</td>
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<td>Course Code</td>
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<tr>
<td>BSHS 427</td>
<td>CRITICAL THINKING SKILLS IN MANAGEMENT DECISION-MAKING</td>
<td>3</td>
<td></td>
<td>This course will familiarize students with strategies related to making sustainable decisions. Techniques used to make decisions, solve problems and lead environments will be explored. Concepts of strategic planning, organizing and leading are examined to link these basic principles to create a healthy and thriving workplace environment. Specific details to human services are considered and methods for service delivery to needs-based populations and the workers who serve in this capacity. Students are introduced to, and will demonstrate understanding of, the Six Sigma elements and five-step approach for process improvement. (3 credits). Prerequisite: BSHS 426</td>
</tr>
<tr>
<td>BSHS 428</td>
<td>HUMAN SERVICES PROGRAM DESIGN AND PROPOSAL WRITING</td>
<td>3</td>
<td></td>
<td>This course introduces students to the purposes, challenges and benefits of program design and grant writing. Students will review components of each and conduct a needs assessment and develop a business case for implementation on program design. Special attention will be given to research for finding available funding sources and how to form important partnerships. Students explore the methods of research using quantitative, qualitative and mixed-method program design concepts. Students will examine concepts of logic models and their impact on people, processes, and conditions related to program design. Using a specific framework, learners will uncover funding possibilities and use tools to prepare for the rigor related with grant writing. Resources and tools to secure funding for state, federal and private human services programs and agencies are examined. Students will be introduced to the processes, obstacles and costs associated to grant writing and program design.</td>
</tr>
<tr>
<td>BSHS 435</td>
<td>RESEARCH AND STATISTICS IN HUMAN SERVICES</td>
<td>3</td>
<td></td>
<td>This course provides an overview of research methods and appropriate use of statistics in the social sciences. A component of program development and evaluation involves knowledge of theory related to understanding research and statistics in the human services arena. The scientific method, research tools, data collection, and analysis will be reviewed. Understanding research and developing the ability to critically evaluate published research reports will be emphasized. Statistical concepts will be reviewed, and students will gain a conceptual understanding of underlying principles of research and statistical analysis. Statistical software will be introduced, and students will compute descriptive and inferential statistical data. Students will practice developing research designs and conducting statistical analyses.</td>
</tr>
<tr>
<td>BSHS 435C</td>
<td>RESEARCH AND STATISTICS IN HUMAN SERVICES</td>
<td>3</td>
<td></td>
<td>This course provides an overview of research methods and appropriate use of statistics in the social sciences. A component of program development and evaluation involves knowledge of theory related to understanding research and statistics in the human services arena. The scientific method, research tools, data collection, and analysis will be reviewed. Understanding research and developing the ability to critically evaluate published research reports will be emphasized. Statistical concepts will be reviewed, and students will gain a conceptual understanding of underlying principles of research and statistical analysis. Statistical software will be introduced, and students will compute descriptive and inferential statistical data. Students will practice developing research designs and conducting statistical analyses.</td>
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<tr>
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<tr>
<td>BSHS 437</td>
<td>SOCIAL SYSTEMS AND AGING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course traces the origins of social systems for the aging around the world, followed by an examination of program types, the effects on retirement, demographic changes, political sustainability of social programs for the aging, institutional settings and labor supply. Students will define and measure population aging by comparing and contrasting U.S. data with other countries by exploring elderly dependency and age-dependency ratios. Additional topics for discussion and demonstrated understanding by students include: the biology of aging and the pathology of memory, disengagement theory, mental health issues such as depression, suicide, and the psychology of aging, the aging family and changes in family structure, intra- and inter-generational relationships across various societies, and healthful aging ideology.</td>
</tr>
<tr>
<td>BSHS 437C</td>
<td>SOCIAL SYSTEMS AND AGING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course traces the origins of social systems for the aging around the world, followed by an examination of program types, the effects of on retirement, demographic changes, political sustainability of social programs for the aging, institutional settings and labor supply. Students will define and measure population aging by comparing and contrasting U.S. data with other countries by exploring elderly dependency and age-dependency ratios. Additional topics for discussion and demonstrated understanding by students include: the biology of aging and the pathology of memory, disengagement theory, mental health issues such as depression, suicide, and the psychology of aging, the aging family and changes in family structure, intra- and inter-generational relationships across various societies, and healthful aging ideology.</td>
</tr>
<tr>
<td>BSHS 438</td>
<td>CARE FOR AGING POPULATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The course is an exploration of various living environments for aging and elderly including retirement communities, living with relatives and or children, independence, assisted living, the goodness-of-fit between lifestyle and housing, and managing long-term care. Students will demonstrate knowledge of segregated versus age-integrated residential settings and the impact on residents. An in-depth investigation of care-related issues across the growing aging population will include topics such as chronic illness, subsidized and un-subsidized healthcare related expenses, and needs assessment protocol. The basic model and principles of integrative, interdisciplinary healthcare is presented as the foundation for a team approach to the development of intervention plans, strategies of care, and implementation.</td>
</tr>
<tr>
<td>BSHS 438C</td>
<td>CARE FOR AGING POPULATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The course is an exploration of various living environments for aging and elderly including retirement communities, living with relatives and or children, independence, assisted living, the goodness-of-fit between lifestyle and housing, and managing long-term care. Students will demonstrate knowledge of segregated versus age-integrated residential settings and the impact on residents. An in-depth investigation of care-related issues across the growing aging population will include topics such as chronic illness, subsidized and un-subsidized healthcare related expenses, and needs assessment protocol. The basic model and principles of integrative, interdisciplinary healthcare is presented as the foundation for a team approach to the development of intervention plans, strategies of care, and implementation.</td>
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<tr>
<td>BSHS 439</td>
<td>GRIEF, LOSS AND END OF LIFE ISSUES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will learn strategies for facilitating the transition from curative measures to palliative care for the relief of emotional psychological distress, pain, and a range of physical symptoms. Core competencies involve demonstrated learning of methods for anticipating the demands of end-of-life caregiving including advanced directives, 24/7 services, hospice case management, care and placement options, and easing the common challenges as individuals and families move from care and grief modalities to acceptance and healing. Students will demonstrate understanding of patient and caregiver needs and roles in late life care with topics that include: practical care assistance and early preparation, referral for financial and legal assistance, comfort and dignity issues, respite care, grief support, focusing on client values and concerns, and addressing family conflict.</td>
</tr>
<tr>
<td>BSHS 439C</td>
<td>GRIEF, LOSS AND END OF LIFE ISSUES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will learn strategies for facilitating the transition from curative measures to palliative care for the relief of emotional psychological distress, pain, and a range of physical symptoms. Core competencies involve demonstrated learning of methods for anticipating the demands of end-of-life caregiving including advanced directives, 24/7 services, hospice case management, care and placement options, and easing the common challenges as individuals and families move from care and grief modalities to acceptance and healing. Students will demonstrate understanding of patient and caregiver needs and roles in late life care with topics that include: practical care assistance and early preparation, referral for financial and legal assistance, comfort and dignity issues, respite care, grief support, focusing on client values and concerns, and addressing family conflict.</td>
</tr>
<tr>
<td>BSHS 442</td>
<td>ADVOCACY AND MEDIATION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to explore the potential use and benefits of mediation as a part of the advocacy process. Attention to overcoming barriers of effective service delivery will be examined. Students will experience the roles of mediator, advocate, and agency representative. Workshops will include role-plays in dyads and small groups.</td>
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<tr>
<td>BSHS 445</td>
<td>SURVEY OF CRISIS AND MENTAL HEALTH ISSUES AND INTERVENTIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students explore the relationship between mental health and human service delivery systems in the United States as well as global initiatives for improving the international service-base. Students will learn to define and describe the nature and process of crisis and the impact of trauma-causing events on the mental health of diverse clients. Students will compare and contrast the range of service delivery modalities and networks, including the operation of emergency management systems, and will demonstrate understanding of roles and skills needed when services are provided in emergency and crisis situations. The course facilitates development of skills necessary for assessing and managing suicide risk. Students will complete Module 15 of the MHF training.</td>
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<tr>
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<td>College of Social Sciences</td>
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<td>BSHS 451</td>
<td>PROGRAM DESIGN AND PROPOSAL WRITING</td>
<td>3</td>
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<td>Curriculum Guide Description 04 01 2004: This course covers finding federal, state, and private funding for human services programs and agencies and writing proposals to secure funding. Students will practice designing and evaluating programs. Students will use the Internet to explore funding sources and to identify suggestions for developing successful grant proposals.</td>
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<tr>
<td>BSHS 452</td>
<td>PROGRAM DESIGN AND PROPOSAL WRITING</td>
<td>3</td>
<td></td>
<td>This course covers finding federal, state, and private funding for human services programs and agencies and writing proposals to secure funding. Students will practice designing and evaluating programs. Students will use the Internet to explore funding sources and to identify suggestions for developing successful grant proposals.</td>
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<tr>
<td>BSHS 455</td>
<td>WORKING WITH ADDICTIONS</td>
<td>3</td>
<td></td>
<td>This course introduces students to the biology of addiction, including brain reward mechanisms, the role of environment and genetics, psychodynamics, and the impact of addiction on individuals, families, and communities. The roles of addiction in society in relationship to the judicial system, treatment systems, progressive era reforms, and complications of dual diagnosis are emphasized in the course. The course examines major models of conceptualizing and integrating prevention, intervention, rehabilitation and maintenance relapse prevention. Students will learn strategies for accessing supportive measures and case management processes for developing wrap-around action plans for service delivery to individuals and groups with addiction and chemical dependence related issues.</td>
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<tr>
<td>BSHS 455C</td>
<td>WORKING WITH ADDICTIONS</td>
<td>3</td>
<td></td>
<td>This course introduces students to the biology of addiction, including brain reward mechanisms, the role of environment and genetics, psychodynamics, and the impact of addiction on individuals, families, and communities. The roles of addiction in society in relationship to the judicial system, treatment systems, progressive era reforms, and complications of dual diagnosis are emphasized in the course. The course examines major models of conceptualizing and integrating prevention, intervention, rehabilitation and maintenance relapse prevention. Students will learn strategies for accessing supportive measures and case management processes for developing wrap-around action plans for service delivery to individuals and groups with addiction and chemical dependence related issues.</td>
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<td>Description</td>
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<td>BSHS 456</td>
<td>ADDICTION INTERVENTIONS FOR HUMAN SERVICE WORKERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course has a focus on familiarizing students with fundamental interventions used in drug and alcohol treatment settings. Students will conduct an investigation of 12-step, alternative support group, secular organization, therapeutic community, and structured in- and outpatient approaches to intervention and treatment. Students will be prepared to apply basic skills for assessing and evaluating client needs, making referrals, and working as a colleague in groups of professional service providers. An exploration of commonly used evaluation instruments for assessing level of care is underscored along with tenets of co-facilitation of treatment groups and assessing special population needs. Students will demonstrate foundational knowledge and understanding of guidelines for treatment as outlined by the Substance Abuse and Mental Health Services Administration and the American Society of Addiction Medicine’s Patient Placement Criteria.</td>
</tr>
<tr>
<td>BSHS 456C</td>
<td>ADDICTION INTERVENTIONS FOR HUMAN SERVICE WORKERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course has a focus on familiarizing students with fundamental interventions used in drug and alcohol treatment settings. Students will conduct an investigation of 12-step, alternative support group, secular organization, therapeutic community, and structured in- and outpatient approaches to intervention and treatment. Students will be prepared to apply basic skills for assessing and evaluating client needs, making referrals, and working as a colleague in groups of professional service providers. An exploration of commonly used evaluation instruments for assessing level of care is underscored along with tenets of co-facilitation of treatment groups and assessing special population needs. Students will demonstrate foundational knowledge and understanding of guidelines for treatment as outlined by the Substance Abuse and Mental Health Services Administration and the American Society of Addiction Medicine’s Patient Placement Criteria.</td>
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<tr>
<td>BSHS 457</td>
<td>CODEPENDENCE AND WORKING WITH FAMILIES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will demonstrate an understanding of the impact of controlling behaviors and supporting dysfunction in relation to addictions and families. Theories of codependency are explored as a disease of loss of selfhood and an addiction resulting from an imbalance of inner and outer self-awareness. Cardinal characteristics of codependence are examined with a focus on chronic, progressive, malignant and treatable features. Students will demonstrate understanding and skill in case management and referral for treatment in addition to assisting clients with recovery goals, self-awareness, self-acceptance, self-responsibility and self-reflection with a focus on prevalence, and consequences of codependency in families.</td>
</tr>
<tr>
<td>BSHS 457C</td>
<td>CODEPENDENCE AND WORKING WITH FAMILIES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will demonstrate an understanding of the impact of controlling behaviors and supporting dysfunction in relation to addictions and families. Theories of codependency are explored as a disease of loss of selfhood and an addiction resulting from an imbalance of inner and outer self-awareness. Cardinal characteristics of codependence are examined with a focus on chronic, progressive, malignant and treatable features. Students will demonstrate understanding and skill in case management and referral for treatment in addition to assisting clients with recovery goals, self-awareness, self-acceptance, self-responsibility and self-reflection with a focus on prevalence, and consequences of codependency in families.</td>
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<tr>
<td>BHS 458</td>
<td>ACTION PLANNING, RELAPSE PREVENTION AND AFTERCARE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides advanced skills development for the addiction and chemical dependency human service worker. Students will conduct an in-depth evaluation of various treatment approaches employed when preparing action plans with clients. An investigation of comprehensive treatment programs, community action programs, school-based programs, and public health approaches to relapse prevention and aftercare strategies will provide students an opportunity to develop and present an individualized program for a fictional client. Students will demonstrate an understanding of policy issues, managed care, private and public insurance, and advocacy for the consumer in relation to addiction and dependency issues.</td>
</tr>
<tr>
<td>BHS 458C</td>
<td>ACTION PLANNING, RELAPSE PREVENTION AND AFTERCARE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides advanced skills development for the addiction and chemical dependency human service worker. Students will conduct an in-depth evaluation of various treatment approaches employed when preparing action plans with clients. An investigation of comprehensive treatment programs, community action programs, school-based programs, and public health approaches to relapse prevention and aftercare strategies will provide students an opportunity to develop and present an individualized program for a fictional client. Students will demonstrate an understanding of policy issues, managed care, private and public insurance, and advocacy for the consumer in relation to addiction and dependency issues.</td>
</tr>
<tr>
<td>BHS 461</td>
<td>BUILDING COMMUNITY IN ORGANIZATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides a framework for understanding organizations as social communities. Students will learn to identify the essential elements of organizational communities, the managerial implications, the skills necessary to effectively work in organizational communities, and the benefits of working in organizations using the community model. Emphasis will be placed on understanding and developing the skills needed to work effectively in organizations.</td>
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<tr>
<td>BHS 462</td>
<td>BUILDING COMMUNITY IN ORGANIZATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides a framework for understanding organizations as social communities. Students will learn to identify the essential elements of organizational communities, the managerial implications, the skills necessary to effectively work in organizational communities, and the benefits of working in organizations using the community model. Emphasis will be placed on understanding and developing the skills needed to work effectively in organizations.</td>
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<td>Course Code</td>
<td>Course Title</td>
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<td>College of Social Sciences</td>
<td>Description</td>
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<td>BSHS 465</td>
<td>PROFESSIONAL DEVELOPMENT AND IDENTITY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>In this course students will explore processes for enhancement of self-awareness and the effect of personal style and personality on human service delivery. Students will examine personal values, cultural differences and biases, individual philosophies and belief systems then integrate this understanding of self into the development of an identity as a human service professional. Students will demonstrate strategies for cultivating self-awareness and modeling self-care. Students will investigate the value of membership in supportive professional organizations such as the National Organization for Human Services (NOHS). Students will complete Module 17 of the MHF training.</td>
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<tr>
<td>BSHS 471</td>
<td>MENTAL HEALTH AND CRISIS INTERVENTION PRACTICES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Curriculum Guide Description 04 01 2004: Students will learn about the history and current status of the human services delivery system and the mental health services system. Appropriate protocols for assessing strategies will be examined and explored. Students will explore the skills, techniques, and uses of crisis intervention.</td>
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<tr>
<td>BSHS 475</td>
<td>FIELD EXPERIENCE II</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This is a 15-week course requiring at least 175 hours of field experience, or an average of 12 hours per week committed to a community human services placement site. Weekly seminars (2- hours per week) are provided to offer support and supervision of the student activities during their field experience. Students will learn to present issues for supervision. Each student will create a portfolio of his or her competencies and accomplishments for career purposes. This course requires accumulation of the total 350 service hours necessary for graduation from the program (the first 175 hours were compiled in BSHS 415, FE I) and demonstration of a professional attitude and disposition as evaluated in 8 domains: Professionalism, Personal Growth, Sensitivity, Flexibility, Emotional Maturity, Group Membership Skills, Accepting Feedback, and Relationship with Authority. Students will complete Modules 7 and 18 of the MHF training.</td>
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<tr>
<td>BSHS 481</td>
<td>WORKING WITH GROUPS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides a framework for understanding organizations as social communities. Students will learn to identify the essential elements of organizational communities, the managerial implications, the skills necessary to effectively work in organizational communities, and the benefits of working in organizations using the community model. Emphasis will be placed on understanding and developing the skills needed to work effectively in organizations.</td>
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<td>BSHS 485</td>
<td>CAPSTONE: ADVOCACY AND CREATING SOCIAL CHANGE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is the culmination of the BSHS program with a focus on the basic tenets of client advocacy efforts and the processes of creating social change. As human services professionals, students will demonstrate strategies for using their knowledge and skills for understanding and helping clients. The Capstone Project asks students to develop an advocacy action plan that addresses a local need they have determined utilizing a community needs assessment. Students will complete Module 19 of the MHF training.</td>
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<tr>
<td>BSHS 491</td>
<td>FIELD EXPERIENCE PART III</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course will provide relevant information and support to assist students in their third field experience in a human service organization. Students will conduct interviews, learn to create a learning contract, and develop a greater understanding of their role in the human service delivery system. Weekly workshops are provided to offer support and supervision of student activities in the field. Students will complete a total of 100 hours of field experience during a 10-week period. Supervision will be provided on a weekly basis in 2-hour workshop meetings. Students will be exposed to the 12 Core Competencies of the BSHS program, with an emphasis on Advocacy, Crisis Intervention, Organizational Participation, and Vocational, Educational and Career Support.</td>
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<tr>
<td>BSHS 561</td>
<td>BUILDING COMMUNITY IN ORGANIZATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides a framework for understanding organizations as social communities. Students will learn to identify the essential elements of organizational communities, the managerial implications, the skills necessary to effectively work in organizational communities, and the benefits of working in organizations using the community model. Emphasis will be placed on understanding and developing the skills needed to work effectively in communication.</td>
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<tr>
<td>BSLS 101CA</td>
<td>ORIENTATION TO LIBERAL STUDIES IN EDUCATION</td>
<td>0</td>
<td>College of Education</td>
<td>This course is an orientation to the primary components of the Bachelor of Science in Liberal Studies program. Students will be introduced to the program's progression and degree completion requirements. Field experience, electronic resources, e-portfolio, teacher performance assessments, and student teaching will be discussed.</td>
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</table>
This course examines the principle issues in contemporary criminal justice as well as the extrapolation of such issues toward potential futures within the criminal justice field. Students focus on relevant research about the current environment of the law enforcement field and analytic conclusions of potential future conditions. Students will apply critical thinking to and engage in in-depth discussion of these concepts in this comprehensive study of local, state, national, and global levels of criminal justice administration.

In this course, students will explore different global and regional threats; integrate security decision concerns with antiterrorism resource allocation; examine the psychological perception of the risk of terrorism threats; evaluate security plans; and discuss the role of the media in regard to accuracy and timely reporting. The knowledge and skills developed in this course will help prepare students for service in local and global security environments.

This course explores developments and changes in the practice of security operations brought about from global and local terrorist threats to different organizations. Students in this course will study the typology and anatomy of terrorist operations; evaluate intelligence and information sharing in counterterrorism; examine counterterrorism analysis methods and global security tactics; discuss international ethical and legal issues in counterterrorism; and analyze technology issues in counterterrorism. The new skills and knowledge gained will add to the protection, safety, and security of our society.

This course explores the developments and changes in security operations to secure the critical infrastructure in public and private environments. Students will explore the critical infrastructure and interdependency; evaluate cybersecurity in post 9 11 global security; discuss the securing of human and property assets; develop proactive planning for protection of assets; and analyze border and transportation security issues. Upon completion of this security course, students will have new skills and knowledge that will aid them in their present or future organizations.
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<th>Course Code</th>
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<th>Credits</th>
<th>School of Study</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BSS 483</td>
<td>WORLD VIEW OF HOMELAND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students in this course will develop new skills to aid in the protection, safety, and security of our society. Students will examine public and private security collaboration in homeland security response; discuss the leadership task of controlling the human influence in homeland security; analyze and understand the political influence on idea development in homeland security; compare and contrast jurisdictional responsibilities of homeland security programs; and evaluate the goals, objectives, and assessment of homeland security measures.</td>
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<tr>
<td>BUS 210</td>
<td>FOUNDATIONS OF BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course students will explore the foundation of business by reviewing topics regarding the structure and culture of the modern business environment. Additional topics include the evolution of business, the role of the business ethics, communication, technology, operations, leadership, and human resources. Upon completion, students are better prepared to make informed decisions regarding their educational and professional goals.</td>
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<tr>
<td>BUS 212</td>
<td>FOUNDATIONS OF BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students explore will understand the foundation of business. Topics include the evolution of business, analysis of economic systems, global considerations, the role of business ethics, and business forms. Upon completion, students are better prepared to make informed decisions regarding business types, structures, and behaviors.</td>
</tr>
<tr>
<td>BUS 304</td>
<td>SURVEY OF GREEN AND SUSTAINABLE BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of the evolution and modern concepts of sustainable management in business. This includes how environmental principles developed into modern sustainable management practices; the influence of technology; product and service design; and the regulatory environment of sustainable business.</td>
</tr>
<tr>
<td>BUS 475</td>
<td>INTEGRATED BUSINESS TOPICS</td>
<td>3</td>
<td>School of Business</td>
<td>The integrated business topics course examines strategic business management while integrating topics from previously completed business foundation coursework. This allows students to demonstrate a comprehensive understanding of the undergraduate business curricula with a significant emphasis placed on the assessment of individual outcomes to determine content mastery.</td>
</tr>
<tr>
<td>BUS 502</td>
<td>THE EXTERNAL FACTORS THAT IMPACT BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the functions and issues that business managers need to address in order to compete in an increasingly global market. Topics include an overview of the global environment of business, doing business ethically, quantitative research, business strategy, and marketing.</td>
</tr>
<tr>
<td>BUS 503</td>
<td>ACCOUNTING AND FINANCIAL DECISION MAKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with the basic theories, concepts, terminology, and uses of economics, accounting, and business finance. Students learn practical applications for economics, accounting, and business finance in their professional lives through the integration of fundamental concepts and the analysis of actual business events.</td>
</tr>
<tr>
<td>BUS 511</td>
<td>MANAGING THE BUSINESS ENVIRONMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course begins an introductory sequence to ensure students are successful in a graduate program. The topics include a broad overview of the business environment, including the concepts of management and operations, organizational behavior, human resources, information systems, ethics and the legal environment.</td>
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<tr>
<td>BUS 721</td>
<td>ISSUES IN OPTIMIZING OPERATIONS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course evaluates research on how businesses adopt approaches to optimizing their operations and the conditions under which these lead to success. Topics include how an organization adopts best practices, the predictors for a successful quality management program, and the role of project management.</td>
</tr>
<tr>
<td>BUS 731</td>
<td>TRANSFORMING THE BUSINESS I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course requires the learner to integrate all previous learning by identifying and solving organizational problems as a member of an interdisciplinary team. The learner may be joined by doctoral candidates from other disciplines to consider a set of circumstances, define the problem, research the alternative solutions, applying the most appropriate methodology, and construct the best solution that optimizes the needs of the relevant stakeholders. The outcome of this course may be delivered in Transforming the Business II.</td>
</tr>
<tr>
<td>BUS 732</td>
<td>TRANSFORMING THE BUSINESS II</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course requires the learner to integrate all previous learning by identifying and solving organizational problems as a member of an interdisciplinary team. The learner may be joined by doctoral candidates from other disciplines to consider a set of circumstances, define the problem, research the alternative solutions, applying the most appropriate methodology, and construct the best solution that optimizes the needs of the relevant stakeholders. The outcome of this course may be a continuation of Transforming the Business I.</td>
</tr>
<tr>
<td>BUS 733</td>
<td>TRANSFORMING THE BUSINESS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students will integrate visionary organizational leadership ideas and practices and apply these to the optimization of organizational resources in a complex, global environment to positively impact future organizational performance, change and sustainability.</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>College</th>
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<tr>
<td>CAP GM591</td>
<td>CASES IN CROSS-BORDER MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This content area capstone course applies management concepts to a global environment. Students learn to evaluate opportunities and challenges in worldwide market places. Case studies will be utilized to synthesize concepts from prior global management course work.</td>
</tr>
<tr>
<td>CBSTP 1015</td>
<td>CBEST TEST PREPARATION - MATHEMATICS</td>
<td>1</td>
<td>College of Education</td>
<td>In this course, participants review the math concepts and topics found on the CBEST I® Mathematics exam. Participants practice working timed math problems by hand, quickly and correctly. Additionally, opportunities to determine personal strategies for successful test-taking are provided. Participants receive information on testing strategies, vocabulary, formulas, and other subject-specific information required in the following domains: -Skill Factor I: Estimation, Measurement, &amp; Statistical Principles - Skill Factor II: Computation &amp; Problem Solving - Skill Factor III: Numerical &amp; Graphic Relationships Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help students prepare for the exam.</td>
</tr>
<tr>
<td>CBSTP 1025</td>
<td>CBEST TEST PREPARATION - READING AND WRITING</td>
<td>1</td>
<td>College of Education</td>
<td>This course supports students seeking CBEST certification in the areas of reading and writing. Participants learn test-taking strategies, stress reduction techniques, and information required for the following CBEST exams: Reading Writing Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help students prepare for the exam.</td>
</tr>
<tr>
<td>CCMH 504</td>
<td>INDIVIDUAL AND FAMILY DEVELOPMENT ACROSS THE LIFE SPAN</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course presents students with theoretical frameworks to foster an understanding of the various dimensions of human development. Emphasis is placed on biological, cognitive, and psychosocial development within the context of gender, family systems, social roles, and culture.</td>
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<tr>
<td>CCMH 504C</td>
<td>INDIVIDUAL AND FAMILY DEVELOPMENT ACROSS THE LIFE SPAN</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course presents students with theoretical frameworks to foster an understanding of the various dimensions of human development. Emphasis is placed on biological, cognitive, and psychosocial development within the context of gender, family systems, social roles, and culture. Students evaluate clinical situations and assess potential therapeutic interventions in context.</td>
</tr>
<tr>
<td>CCMH 506</td>
<td>PERSONALITY THEORIES AND COUNSELING MODELS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course enables students to differentiate among the primary theoretical models of personality theory and counseling practice, including psychodynamic, affective, cognitive behavioral, humanistic, interpersonal, multicultural, and systems theory. A focus on evidence-based practices that incorporate cultural diversity issues with population-specific approaches is significant feature of this course. Emphasis is on the importance of students recognizing belief systems that accurately reflect their own personal style and to recognize strategies and approaches likely to be most successful with a particular client population. Students have opportunities to establish a strong theoretical foundation as the basis of clinical practice and to evaluate and assess clinical situations for implementation of therapeutic interventions that are gender and culturally appropriate. Assessment and intervention for emergency crisis is introduced.</td>
</tr>
<tr>
<td>CCMH 510</td>
<td>MULTI-CULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to be a foundation for understanding diversity among clients in a pluralistic society. Emphasis will be on integrating awareness, knowledge, and skills related to counseling differences and similarities based on age, race, ethnicity, national origin, religious affiliations, gender identification, sexual orientation, physical mental limitations, social class, etc.</td>
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<tr>
<td>CCMH 510CA</td>
<td>MULTICULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to be a foundation for understanding diversity among clients in a pluralistic society. Special focus is given to populations in the state of California. Emphasis will be on integrating awareness, knowledge, and skills related to counseling differences and similarities based on age, race, ethnicity, national origin, religious affiliations, gender identification, sexual orientation, physical mental limitations, social class, etc.</td>
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<tr>
<td>CCMH 511</td>
<td>FUNDAMENTAL COUNSELING SKILLS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This introductory counseling skills course introduces students to fundamental helping skills. Students will develop a range of basic communication patterns to facilitate a healthy therapeutic relationship between counselor and client. Students learn counseling and communication skills such as, attending behaviors, eliciting, structuring, and summarizing.</td>
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<tr>
<td>CCMH 515</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers the legal and ethical responsibilities of the counseling professional. Students learn to interpret and act upon situations appropriately and effectively. Content includes issues such as client rights, confidentiality, duty to warn and protect, dual relationships, supervision and consulting, ethics with special populations, and ethical decision-making models.</td>
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<tr>
<td>CCMH 515CA</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers the legal and ethical responsibilities of the counseling professional with an emphasis on California law. Students learn to interpret and act upon situations appropriately and effectively. Content includes issues such as client rights, confidentiality, duty to warn and protect, dual relationships, supervision and consulting, ethics with special populations, and ethical decision-making models.</td>
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<tr>
<td>CCMH 520</td>
<td>BIOLOGICAL BASIS OF BEHAVIOR PHYSIOLOGICAL ISSUES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course examines the biological foundations of human functioning in relationship to cognition, emotions and mental health. It includes an overview of neuro anatomy, biochemistry, and main effects and side effects of prescription psychotropic medication. The goal of the course is to learn how the underlying biological aspects of human functioning affect processes of adjustment and well-being relevant to client populations. There is special attention given to issues pertaining to those who are taking psychotropic medication and the need to monitor them for side effects and contraindications. Ethics and methods of working with medical personnel are included.</td>
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<tr>
<td>CCMH 521</td>
<td>PSYCHOPHARMACOLOGY BIOLOGICAL BASIS OF BEHAVIOR</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The goal of the course is twofold. It examines the history, biochemistry, main effects and side effects of prescription psychotropic medication and also covers the many facets of human sexuality and the treatment of sexual dysfunctions. Topics include biological concepts of mental distress, principles of drug action and metabolism, the physiology, psychology, and sociology of sexuality, including the effects of sexual attitudes and functioning on individuals and families. Ethics and methods of working with medical personnel are included.</td>
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<tr>
<td>CCMH 522</td>
<td>PSYCHOPHARMACOLOGY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The course examines the history, biochemistry, main effects and side effects of prescription psychotropic medication and biological bases of human behavior in relation to cognition, emotions and mental health. Topics include an overview of neuroanatomy and biochemistry, biological concepts of mental distress, and principles of drug action and metabolism. Ethics, methods of working with medical personnel, and the effects of psychotropic medications on the family system are included.</td>
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<tr>
<td>CCMH 525</td>
<td>RESEARCH METHODS FOR MENTAL HEALTH COUNSELORS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides an overview of the fundamentals of research and evaluation in the counseling profession. Topics include critical analysis of research literature, statistical analysis, qualitative and quantitative research methods, needs assessment, and program evaluation. Emphasis is placed on understanding connections between research design, theories, and the utilization of results in the professional practice of counseling.</td>
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<tr>
<td>CCMH 535</td>
<td>PSYCHOMETRICS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides an overview of the fundamentals of research and evaluation in the counseling profession. Topics include critical analysis of research literature, statistical analysis, qualitative and quantitative research methods, needs assessment, and program evaluation. Emphasis is placed on understanding connections between research design, theories, and the utilization of results in the professional practice of counseling.</td>
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<td>CCMH 540</td>
<td>CAREER AND VOCATIONAL COUNSELING</td>
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<td>College of Social Sciences</td>
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<td>This course provides the student with a comprehensive overview of vocational theory and career counseling. It includes the historical foundations of vocational theory and the relationship of these to skills and techniques utilized in career counseling and vocational development practices. Vocational and career counseling is examined as an integral component of the overall assessment and treatment of clients representing diverse populations found within the scope of community, mental health, and marriage and family counseling. Emphasis is placed on the examination of adults in transition and the nature of work in a changing world. Students develop competencies necessary to provide career and vocational counseling to clients across the lifespan.</td>
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<tr>
<td>CCMH 544</td>
<td>INTRODUCTION TO CLINICAL ASSESSMENT</td>
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<td>College of Social Sciences</td>
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<td>This course introduces students to models and tools of assessment and diagnosis for the purpose of developing competency in evaluation and treatment planning for professional counseling practice. Students learn about and practice intake assessment techniques, mental status examinations, using the Diagnostic and Statistical Manual of Mental Disorders (DSM), outcome-based treatment planning, and behavioral analysis. Emphasis is placed on writing clear, accurate, and useful assessments and treatment plans. Multicultural and ethical issues in assessment are also explored.</td>
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<tr>
<td>CCMH 547</td>
<td>BASIC CLINICAL ASSESSMENT AND PSYCHOMETRICS</td>
<td>3</td>
<td>College of Social Sciences</td>
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<td>This course introduces students to models and tools of clinical assessment and diagnosis techniques, including tests and test reports used in counseling and behavioral analysis. Students use the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) to practice writing clear, accurate, and useful intake assessments, mental status examinations, and outcome-based treatment planning. Special focus is placed on psychometric properties of tests, test selection criteria, administration, interpretation, and reporting of test results. Multicultural and ethical issues in assessment and psychometrics are also explored.</td>
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<tr>
<td>CCMH 548</td>
<td>PSYCHOPATHOLOGY: ADVANCED CLINICAL ASSESSMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
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<td>Students build on the skills gained in CCMH 544 (Introduction to Clinical Assessment), focusing on the more complex or problematic disorders with particular focus on personality disorders. Students enhance their skills by using the DSM for report-writing and treatment plan development. Emphasis is on accepted treatment approaches and outcome-based assessments; the development of critical thinking skills; and on multicultural, legal, and ethical issues.</td>
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<tr>
<td>CCMH 551</td>
<td>INDIVIDUAL COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on intensive skill building in individual counseling. The relationship between assessment, theory, application of strategy and intervention, setting goals with clients, closure, and referral are emphasized as essential to the counseling environment. Emphasis is also placed on treatment plans, ethics, and cultural diversity.</td>
</tr>
<tr>
<td>CCMH 558</td>
<td>CRISIS INTERVENTION AND TRAUMA</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides students with an in-depth evaluation of crisis and trauma counseling, including emergency and disaster situations. Students examine crisis theory, methods of crisis response, psychological effects associated with trauma, assessment strategies, and intervention models. Students analyze theoretical approaches as they relate to crisis management and trauma counseling.</td>
</tr>
<tr>
<td>CCMH 561</td>
<td>DEPENDENCY AND ADDICTIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course addresses addiction concepts and counseling practices. Topics include an overview of dependency theories, major substances of abuse, assessment, diagnosis, treatment modalities, special topics, and working with diverse populations.</td>
</tr>
<tr>
<td>CCMH 565</td>
<td>FAMILY, COUPLE, AND CHILD COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is an overview of models in the intervention and treatment of children, adolescents, and families. Students contrast fundamental assumptions of systems theory with intrapsychic theories; address integrative approaches to assessment and diagnosis in family therapy; and explore systemic approaches to treatment of issues common to families and children in clinical settings.</td>
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<td>College of Social Sciences</td>
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<tr>
<td>CCMH 568</td>
<td>GROUP COUNSELING</td>
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<td>This course provides students with intensive knowledge, awareness, and skill-building in group counseling. Content emphasizes such areas as different types of groups, dynamics, norms and boundaries, leadership styles, leading and co-leading, and treatment plans. Confidentiality, selection procedures, ethics, and diversity are included as key components of effective group counseling practice.</td>
</tr>
<tr>
<td>CCMH 578</td>
<td>SEMINAR CLINICAL MENTAL HEALTH</td>
<td>3</td>
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<td>This course integrates mental health foundations with historical, philosophical and contextual dimensions of clinical mental health counseling practice, and reviews the trends in both the knowledge and skills necessary to practice clinical mental health counseling. Additionally, this course explores current national and local issues relevant to the practice of mental health counseling. Community resources and professional networks are explored as a means of demonstrating the integration of the profession in a social context. Issues surrounding the need for ongoing professional identity development, including membership in professional organizations, are examined as a strategy for counselor involvement in advocacy processes. Students will investigate professional roles, functions, and relationships with other human services providers. Additionally, application of counseling models for diverse needs and settings, including crisis and trauma, are investigated in-depth.</td>
</tr>
<tr>
<td>CCMH 581</td>
<td>SUPERVISION MANAGEMENT IN CLINICAL MENTAL HEALTH COUNSELING</td>
<td>3</td>
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<td>This course is an overview of supervision and management as they relate to the practice of counseling. Models of supervision and counselor development, supervision and management processes, assessment and evaluation issues, and ethical and legal aspects of supervision are emphasized. Students explore their skills in management, supervision, and consultation, particularly as they relate to recent changes in the mental health care delivery system.</td>
</tr>
<tr>
<td>CCMH 585</td>
<td>COMMUNITY COUNSELING</td>
<td>3</td>
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<td>This course examines principles, theories, and practices of community counseling and interventions. Topics include needs assessment, design and utilization of programs and facilities for inpatient, outpatient, partial treatment, and aftercare, as well as the utilization of the public and private mental health counseling services networks in local communities. Other topics addressed include community-based strategies for crisis intervention, interdisciplinary community outreach, and trauma counseling. Related ethical practice is integrated.</td>
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<td>CCMH 592</td>
<td>PRACTICUM IN CLINICAL MENTAL HEALTH COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the assessment and continuing development of student counseling skills. Students have a variety of opportunities to receive feedback and to evaluate their ability to integrate theory into practice. Students determine their styles and strengths as professional counseling practitioners, as well as identify areas needing further development. Individualized practice sessions and feedback are designed into the course.</td>
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<tr>
<td>CCMH 592O</td>
<td>ORIENT TO PRACTICUM IN CLINICAL MENTAL HEALTH COUNSELING</td>
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<td>College of Social Sciences</td>
<td>This course is an orientation to the practicum and internship.</td>
</tr>
<tr>
<td>CCMH 597A</td>
<td>INTERNSHIP A</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CCMH 597 A, B, and C require students to complete 200 hours for each course (except Utah which requires 300 hours each), while those campuses that offer only CCMH 597 A and B require the student to complete 300 hours for each course. Please check with your Campus College Chair for any clarification or questions you have. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community counseling agencies where they provide clinical services to clients under the direction of an approved licensed agency site supervisor. Students are also assisted in their preparation for the National Counselor Examination.</td>
</tr>
<tr>
<td>CCMH 597B</td>
<td>INTERNSHIP B</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CCMH 597 A, B, and C require students to complete 200 hours for each course (except Utah which requires 300 hours each), while those campuses that offer only CCMH 597 A and B require the student to complete 300 hours for each course. Please check with your Campus College Chair for any clarification or questions you have. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community counseling agencies where they provide clinical services to clients under the direction of an approved licensed agency site supervisor. Students are also assisted in their preparation for the National Counselor Examination.</td>
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<tr>
<td>CCMH 597C</td>
<td><strong>INTERNSHIP C</strong></td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CCMH 597 A, B, and C require students to complete 200 hours for each course (except Utah which requires 300 hours each), while those campuses that offer only CCMH 597 A and B require the student to complete 300 hours for each course. Please check with your Campus College Chair for any clarification or questions you have. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community counseling agencies where they provide clinical services to clients under the direction of an approved licensed agency site supervisor. Students are also assisted in their preparation for the National Counselor Examination.</td>
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<tr>
<td>CCSS 500</td>
<td><strong>OVERVIEW OF COMMON CORE</strong></td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the foundations and future of the Common Core State Standards (CCSS) in educational settings. Participants examine strategies for administrators and teachers that promote P-12 student progress and student success in higher education and careers. Special attention is given to issues surrounding the implementation and assessment of CCSS at the local level.</td>
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<tr>
<td>CEM 300</td>
<td><strong>MANAGING THE CUSTOMER EXPERIENCE</strong></td>
<td>3</td>
<td>School of Business</td>
<td>This course offers an understanding of different business models that focus on the customer experience, deliberate customer service strategies, and customer rewards systems. Topics will include reputation management and the benefits of proactive customer service management programs. The customer experience can be examined through identifying the customer, acknowledging their needs and desires, embracing consumer behavior, and implementing managing systems that lead to customer retention. Students will become familiar with the evolution of customer care and shifts from the business structure to how a business delivers. Additional emphasis will be placed on new technologies, the social customer, and social media management and marketing.</td>
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<tr>
<td>CHM 109</td>
<td><strong>INTRODUCTORY CHEMISTRY</strong></td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will examine the basic principles of chemistry conceptually and specifically. The course will apply chemical concepts to address relevant issues ranging from atomic structure and chemical reactions to organic and biological chemistry. The course topics include matter and energy, chemical bonding, intermolecular forces, chemical equilibrium, and nuclear, organic, and biological chemistry. Students will apply these concepts using practical examples, facilitated discussions, and experiments conducted through a virtual laboratory.</td>
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**CHM 110**  INTRODUCTORY CHEMISTRY  3  College of Humanities and Sciences

This course will examine the basic principles of chemistry conceptually and specifically. The course will apply chemical concepts to address relevant issues ranging from atomic structure and chemical reactions to organic and biological chemistry. The course topics include matter and energy, chemical bonding, intermolecular forces, chemical equilibrium, and nuclear, organic, and biological chemistry. Students will apply these concepts using practical examples, facilitated discussions, and experiments conducted through a virtual laboratory.

**CHM 150**  GENERAL CHEMISTRY I  4  College of Humanities and Sciences

This course provides students with an in-depth knowledge of the principles and applications of chemistry. Topics include chemical nomenclature, atomic theory, stoichiometry, periodicity, chemical bonding, thermochemistry, gas laws, and properties of solids and liquids. Students apply these concepts using practical examples, facilitated discussions, and experiments conducted through hands-on labs. This course is the first half of the general chemistry sequence, which is completed in CHM 151: General Chemistry II.

**CHM 151**  GENERAL CHEMISTRY II  4  College of Humanities and Sciences

This course continues the examination of principles and applications of chemistry that was begun in CHM 150: General Chemistry I. Topics include properties of solutions, acids and bases, kinetics, equilibrium, thermodynamics, oxidation-reduction, ionic and redox equations, and electrochemistry. Students apply these concepts using practical examples, facilitated discussions, and experiments conducted through hands-on labs.

**CIS 105**  SURVEY OF COMPUTER INFORMATION SYSTEMS  3  College of Information Systems and Technology

This course presents an overview of the various technologies imbedded in every aspect of society. Students gain a basic understanding of how a computer functions as a single unit, in a network, and as a connection to the Internet. Other topics include security issues and the use of productivity software, such as word processing, spreadsheets, and presentation applications. The course also addresses social and ethical issues related to using computers.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>College of Information Systems and Technology</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CIS 207</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
<td>3</td>
<td></td>
<td>This course introduces the fundamentals of computer systems and the role of information processing in today's business environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, and the Internet.</td>
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<tr>
<td>CIS 211</td>
<td>OFFICE SOFTWARE SUPPORT FUNDAMENTALS</td>
<td>3</td>
<td></td>
<td>This course is an introduction to the support fundamentals of desktop software, including word processor, spreadsheet, presentation, and personal information management (e-mail, calendar, contact management, and web browsing) applications.</td>
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<tr>
<td>CIS 290</td>
<td>PERSONAL COMPUTER HARDWARE SUPPORT</td>
<td>3</td>
<td></td>
<td>This course is an introduction to computer support fundamentals of personal computer (PC) hardware architecture, components, networking, configuration, upgrading, and repair.</td>
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<tr>
<td>CIS 292</td>
<td>PERSONAL COMPUTER OS SUPPORT</td>
<td>3</td>
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<td>This course is an introduction to the fundamentals of personal computer operating systems for computer software configuration, file management, performance monitoring, optimization, maintenance, recovery, and security.</td>
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<tr>
<td>CIS 294</td>
<td>PERSONAL COMPUTER CUSTOMER SUPPORT</td>
<td>3</td>
<td></td>
<td>This course is an introduction to the roles, responsibilities, and skills required to become a professional computer support technician and provide exceptional computer support service. This course includes the fundamentals of non-verbal communication, on-site support, telephone support, remote e-commerce support, and dealing with difficult customers.</td>
</tr>
<tr>
<td>CIS 296</td>
<td>COMPUTER SYSTEMS MAINTENANCE</td>
<td>3</td>
<td></td>
<td>This course is an introduction to computer hardware and software maintenance and troubleshooting. This course will focus on typical problem scenarios, diagnostics, procedures and solutions.</td>
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<tr>
<td>CIS 298</td>
<td>HEALTHCARE IT</td>
<td>3</td>
<td></td>
<td>This course is an introduction to the technical knowledge and IT skills applied to health care business operations. This course will focus on the application of regulatory requirements, medical business and IT operations, and IT security. In addition, students will also explore medical business and technology applications in health care.</td>
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<tr>
<td>CIS 532</td>
<td>INFORMATION SYSTEMS LEADERSHIP</td>
<td>3</td>
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<td>The Information Systems Leadership course provides an opportunity for a student to explore the role of senior level Information systems executives, these titles range from IT director, VP of technology, and CIO as well as functional titles. Their duties often encompass responsibility for the overall direction for technology through strategic planning and evaluation. This course addresses numerous skills that can help Information Systems leaders excel within their unique roles in the organization.</td>
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<td>CIS 568</td>
<td>INFORMATION SYSTEMS CONCEPTS</td>
<td>3</td>
<td>The focus is on the role of the manager as a user and manager of information. Topics include the analysis &amp; design of information systems. The analysis and design of information systems are covered from the operational, tactical, and strategic perspectives with a focus on identifying specific tools and techniques.</td>
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<tr>
<td>CIT 245</td>
<td>LOCAL AREA NETWORKING FUNDAMENTALS</td>
<td>3</td>
<td>This course addresses the fundamentals of local area network (LAN) and provides the basic networking components and their functions. The OSI model is introduced and the TCP IP protocol stack and its layers are examined. Students learn how to install, operate, configure, and verify a basic IPv4 network, including implementing IPv4 addressing, configuring a LAN switch, configuring an IP router, and troubleshooting common LAN switch issues.</td>
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<tr>
<td>CIT 249</td>
<td>WIDE AREA NETWORK ENVIRONMENT</td>
<td>3</td>
<td>This course provides students with the knowledge and skills necessary to design, build, and maintain routing and switching technologies. Students learn routing and switching operations, including implementing VLANs and trunking, implementing and troubleshooting single-area open shortest path first (OSPF) routing protocol and introduce IPv6 main features, addresses and basic configuration. Advanced IP services are described such as applying and troubleshooting access control lists (ACLs) and managing IP address space using network address translation (NAT) and port address translation (PAT).</td>
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<tr>
<td>CIT 274</td>
<td>ROUTING AND SWITCHING IMPLEMENTATIONS</td>
<td>3</td>
<td>This course describes implementing scalable medium-sized switched and routed networks. Students learn to build and improve redundant networks using spanning tree protocol (STP) and EtherChannel, implement and troubleshoot EIGRP and multi-area OSPF routing protocols, and troubleshoot IPv6 network connectivity issues.</td>
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<td>CIT 276</td>
<td>ROUTING AND SWITCHING MANAGEMENT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides the knowledge and skills necessary for routing and switching management. Topics include extending local area network (LAN) into a wide area network (WAN), virtual private network (VPN) solutions, and frame relay connectivity. Students learn network device, IOS file and licensing management.</td>
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<tr>
<td>CIT 277</td>
<td>WEBSITE DEVELOPMENT FOUNDATIONS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces essential Website development skills. Students will write code manually, as well as use graphical user interface (GUI) authoring tools. Topics include XHTML code validation, web forms, tables and frames, internet marketing and search engine optimization, and content formatting with style sheets. This course addresses the objectives specified in the CIW Site Development Associate Certificate.</td>
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<tr>
<td>CIT 278</td>
<td>INTERNET BUSINESS CONCEPTS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the Information Technology (IT) foundational skills and technologies used in business and the tasks involved in various IT job roles. Topics include Internet connection methods and protocols, the Domain Name System (DNS), cloud computing, social networking, and business skills. This course addresses the objectives specified in the CIW Internet Business Associate Certificate.</td>
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<tr>
<td>CIT 279</td>
<td>NETWORK TECHNOLOGY FOUNDATIONS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the basics of network administration. Topics include the fundamentals of network architecture, the secure transmission of data, the OSI reference model, implementing a Content Management System (CMS), and mobile computing devices. This course addresses the objectives specified in the CIW Network Technology Associate Certificate.</td>
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<td>CJ 230</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>3</td>
<td>This course is an introduction to the sanctions and consequences phase of the criminal justice system. It provides an overview of corrections, including the persons, agencies, and organizations that manage convicted offenders.</td>
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<tr>
<td>CJ 240</td>
<td>INTRODUCTION TO JUVENILE JUSTICE</td>
<td>3</td>
<td>This course is a general orientation to the field of juvenile justice. It introduces students to issues of juvenile delinquency, prevention, apprehension, detention, and referral.</td>
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<tr>
<td>CJ 250</td>
<td>INTRODUCTION TO SECURITY</td>
<td>3</td>
<td>This course will provide a general overview of contemporary security practices and programs.</td>
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<tr>
<td>CJA 204</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course is an introductory overview of the organization and jurisdictions of local, state, and federal law enforcement, judicial and corrections agencies, and processes involved in the criminal justice systems. It examines the historical aspects of the police, the courts, and the correctional system, as well as the philosophy. Additionally, career opportunities and qualifying requirements, terminology and constitutional limitations of the system will also be covered.</td>
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<td>CJA 214</td>
<td>INTRODUCTION TO POLICE THEORY AND PRACTICES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introductory overview which provides students with the opportunity to gain an understanding of policing in the United States. It surveys the basics of police functions, from individual and organizational roles to the issues faced on a daily basis. This course also examines the procedures and methods of operation of police and critical issues in law enforcement.</td>
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<tr>
<td>CJA 224</td>
<td>INTRODUCTION TO CRIMINAL COURT SYSTEMS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction and overview of the legal system, the participants, the courtroom process, and post conviction process of the court system. It demonstrates the connection among all participants and how they relate to each other. Additionally, the course covers the history of the court system and the different types of court at the state and federal levels.</td>
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<tr>
<td>CJA 234</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to the various components of the corrections system within the criminal justice system. It provides an overview of corrections, including corrections history, the persons, agencies, and organizations that manage convicted offenders. Other topics that are covered include; policy and procedure, sentencing, probation, and rehabilitations of prisoners.</td>
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<tr>
<td>CJA 303</td>
<td>FOUNDATIONS OF CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>A survey of the criminal justice system, including the agencies and processes involved in administration of criminal justice. This course provides an overview of police, prosecution, courts, and the correctional system. The problems of the administration of justice in a democratic society are discussed.</td>
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<td>CJA 304</td>
<td>INTERPERSONAL COMMUNICATIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares the student to communicate effectively in both written and verbal form. It covers best practices in investigative reporting and interpersonal verbal communication with victims, suspects, and civilians, in a criminal justice setting. Emphasis is placed on practical application of the skills and theories introduced.</td>
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<tr>
<td>CJA 305</td>
<td>CRIMINAL LAW</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to the study of criminal law, general legal principles, and how the criminal law functions in and affects modern society. This course highlights a variety of key topics, including the concept of crime and the development of criminal law, defenses to criminal charges, and a number of specific types of crimes, including personal crimes, property crimes, public order crimes, and offenses against public morality. Legal issues affecting punishment and the way criminal law impacts crime victims are also discussed.</td>
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<tr>
<td>CJA 313</td>
<td>CONTEMPORARY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores developments and changes in the practice of criminal justice brought about by the war on terrorism, as well as rapid technological change, and other social dynamics. Specific topics include: homeland security, the police response to terrorism, police accountability, racial profiling, and the expanded participation of the community in ensuring public safety. Students also learn about how technology has altered the way crimes are committed as well as the ways that law enforcement and the communities they serve confront the problem and address emerging public safety issues.</td>
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<tr>
<td>CJA 314</td>
<td>CRIMINOLOGY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Criminology is an introductory course in the study of crime and criminal behavior, focusing on the various theories of crime causation. This course highlights the causes of crime, criminal behavior systems, societal reaction to crime, and criminological methods of inquiry.</td>
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<td>CJA 315</td>
<td>CRIMINAL PROCEDURE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the basic core knowledge of constitutional criminal procedure. Emphasis is placed on the Fourth, Fifth and Sixth Amendments; searches and seizures; interrogations and confessions; identifications; and pre-trial and trial processes. In addition, the United States Constitution as interpreted by the U.S. Supreme Court is examined along with philosophical policy considerations. Application of core knowledge is developed through simulation exercises and examining homeland security issues.</td>
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<tr>
<td>CJA 323</td>
<td>CRIMINOLOGY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>An introductory course in the study of crime and criminal behavior, focusing on the various theories of crime causation. This course highlights the causes of criminal behavior systems, societal reaction to crime, and criminological methods of inquiry.</td>
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<tr>
<td>CJA 324</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the standards and codes of professional responsibility in criminal justice professions (e.g., Law Enforcement Code of Ethics, ABA Standards of Professional Responsibility, American Jail Association Code of Ethics for Jail Officers, and the American Correctional Association Code of Ethics). It also explores analysis and evaluation of ethical dilemmas, roles of professional organizations and agencies, ethics and community relations, ethics in criminal justice laws and procedures and civil liability in law enforcement and correctional environments.</td>
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<tr>
<td>CJA 325</td>
<td>CRIMINAL ORGANIZATIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a survey of the origins and development of organized crime in the United States. It examines the structure and activities of organized criminal enterprises, considers different models that have been employed to describe organized crime groups, and explores theories that have been advanced to explain the phenomenon. Major investigations of organized crime and legal strategies that have been developed to combat it are also considered.</td>
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<td>CJA 333</td>
<td>POLICING THEORY AND PRACTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course reviews the structure and function of law enforcement agencies in the United States at the state, local, and federal levels. Differences between levels, as well as current issues and problems facing law enforcement administrators are emphasized.</td>
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<tr>
<td>CJA 334</td>
<td>RESEARCH METHODS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn and demonstrate knowledge of research methodology within the criminal justice system and become acquainted with the range and scope of quantitative and qualitative tools available to the criminal justice researcher.</td>
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<tr>
<td>CJA 335</td>
<td>RESEARCH STATISTICS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn to perform introductory statistical techniques common to the criminal justice system including descriptive and inferential statistics, correlation, and factor analysis and demonstrate knowledge of the application and limitations of specific statistical tests. Students also analyze and critique the use of statistics in research published by criminal justice researchers.</td>
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<tr>
<td>CJA 343</td>
<td>CRIMINAL LAW</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This is an introductory course in the study of criminal law, general legal principles, and how the criminal law functions in and affects modern society. This course highlights a variety of key topics, including the concept of crime and the development of criminal law, defenses to criminal charges, and a number of specific types of crimes, including personal crimes, property crimes, public order crimes, and offenses against public morality. Legal issues affecting punishment will also be discussed, as will ways the criminal law impacts victims of crime.</td>
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<tr>
<td>CJA 344</td>
<td>CULTURAL DIVERSITY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course offers a comprehensive, critical and balanced examination of the issues of crime and justice with respect to race and ethnicity. Procedures and policy in a pluralistic and multicultural society are examined relative to law enforcement, courts and corrections environments.</td>
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<tr>
<td>CJA 345</td>
<td>RESEARCH METHODS AND EVALUATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn and demonstrate knowledge of research methodology including problem formulation, design, data collection and analysis, interpreting and summarizing research findings while exploring the range and scope of research and evaluation tools available to the criminal justice professional. Students also analyze and critique criminal justice program and service evaluations published by criminal justice research professionals.</td>
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<tr>
<td>CJA 353</td>
<td>CRIMINAL PROCEDURE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores basic investigative principles, search of crime or accident scenes; questioning witnesses, suspects, and victims of crimes; collecting and preserving evidence; information sources and research methods; surveillance techniques; safe handling of hazardous materials; rules of evidence governing admissibility of physical evidence; and testifying in court.</td>
</tr>
<tr>
<td>CJA 354</td>
<td>CRIMINAL LAW</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This is an introductory course in the study of criminal law, general legal principles, and how the criminal law functions in and affects modern society. This course highlights a variety of key topics, including the concept of crime and the development of criminal law, defenses to criminal charges, and a number of specific types of crimes, including personal crimes, property crimes, public order crimes, and offenses against public morality. Legal issues affecting punishment will also be discussed, as will ways the criminal law impacts victims of crime.</td>
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<td>CJA 355</td>
<td>GRANT WRITING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the basics of grant and proposal writing for criminal justice programs and agencies, from needs assessment to finding federal, state, and private funding. Students will practice program design and evaluation, research various grant application components and requirements, and identify funding sources and suggestions to develop successful grant proposals.</td>
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<tr>
<td>CJA 363</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares the student to communicate effectively in both written and verbal form. It covers best practices in investigative reporting, written reports and memos, and interpersonal verbal communication with victims, suspects, and civilians.</td>
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<td>CJA 365</td>
<td>BUDGET, FINANCE, AND PLANNING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores public sector revenue sources, allocation of funds, governance, public stewardship, responsible economic policies, debt, and the requirement for accurate and complete reporting. Various budgetary approaches used in federal, state, and local agencies are analyzed.</td>
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<tr>
<td>CJA 373</td>
<td>CRIMINAL COURT SYSTEMS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>An overview of American court history, including the development of state and federal courts. Court administration, the roles of professional and nonprofessional courtroom participants, and stages in the process are discussed.</td>
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<td>CJA 374</td>
<td>JUVENILE JUSTICE SYSTEMS AND PROCESSES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a general orientation to the field of juvenile justice, including causation theories and the development of system responses to delinquent behavior. The problems facing juveniles today are addressed, and adult and juvenile justice systems are compared, including initial apprehension, referral, and preventive techniques. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts.</td>
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<tr>
<td>CJA 375</td>
<td>INTERAGENCY COMMUNICATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the relationships across all internal and external areas and levels of government regarding effective emergency management. Students examine the required planning, response, recovery, and mitigation components that government agencies must consider. Network management theories, inter-organizational communication, and potential collaboration models are explored.</td>
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<tr>
<td>CJA 383</td>
<td>INSTITUTIONAL AND COMMUNITY CORRECTIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>An introduction to the various aspects of the corrections system. The historical development of corrections is discussed, along with the goals of criminal sentencing, jails, prisons, alternative sentencing, prisoner rights, rehabilitation, and parole and probation.</td>
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<tr>
<td>CJA 385</td>
<td>CRIMINAL JUSTICE POLICY ANALYSIS &amp; PROGRAM EVALUATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn and demonstrate knowledge of models and operational strategies used to develop and evaluate criminal justice policies and programs including issue identification, development of alternative solutions and strategies, and predicting the potential impact of justice system policy alternatives and programs. Students also analyze and critique criminal justice policy and program evaluations published by criminal justice research professionals.</td>
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<td>CJA 393</td>
<td>CRIMINAL ORGANIZATIONS</td>
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<td>College of Criminal Justice and Security</td>
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<td>This course is a survey of the origins and</td>
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<td>development of organized crime in the United</td>
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<td>States. It examines the structure and activities</td>
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<td>different models that have been employed</td>
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<td>advanced to explain the phenomenon. Major</td>
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<td>investigations of organized crime and legal</td>
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<td>it are also considered.</td>
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<td>CJA 394</td>
<td>CONTEMPORARY ISSUES AND FUTURES IN CRIMINAL</td>
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<td>College of Criminal Justice and Security</td>
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<td>futures within the criminal justice field.</td>
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<td>will apply critical review and engage in in‐depth</td>
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<td>CJA 395</td>
<td>CURRENT ISSUES FUTURES IN CRIMINAL JUSTICE</td>
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<td>College of Criminal Justice and Security</td>
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<td>MANAGEMENT</td>
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<td>possible futures within the criminal justice</td>
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<td>management field. Students will focus on</td>
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<td>CJA 403</td>
<td>JUVENILE JUSTICE SYSTEMS AND PROCESSES</td>
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<td>A general orientation to the field of juvenile</td>
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<td>delinquency, including causation and the</td>
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<td>development of delinquent behavior. The problems</td>
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<td>facing juveniles today are addressed, and adult</td>
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<td>and juvenile justice systems are compared,</td>
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<td>including initial apprehension, referral, and</td>
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<td>preventive techniques. Specific issues examined</td>
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<td>include chemical dependency, mental illness, and</td>
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<td>compulsive and habitual offenders. Special</td>
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<td>attention is given to the problems inherent in</td>
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<td>the police handling of juveniles and the</td>
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<td>functions of juvenile courts.</td>
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<td>CJA 404</td>
<td>CRIMINAL JUSTICE AND SECURITY FIELD EXPERIENCE SEMINAR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>During the Criminal Justice and Security Field Experience Seminar, Criminal Justice majors will have the opportunity to apply the knowledge and skills they have gained through academic coursework in a practical setting and to gain exposure and a greater understanding of the criminal justice system. Students will choose an agency that will provide them with experiences relevant to the field of criminal justice. The time is spent in this course will consist of completing academic and field experience goals within an agency setting.</td>
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<tr>
<td>CJA 413</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the standards and codes of professional responsibility in criminal justice professions (e.g., Law Enforcement Code of Ethics, ABA Standards of Professional Responsibility, American Jail Association Code of Ethics for Jail Officers, and the American Correctional Association Code of Ethics). It also explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments.</td>
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<tr>
<td>CJA 423</td>
<td>CULTURAL DIVERSITY IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares the student for conducting and managing law enforcement in a pluralistic society. It provides a basis for tolerance and better law enforcement through the understanding of the history, law and public opinion relating to conducting police operations in a culturally diverse environment.</td>
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<tr>
<td>CJA 433</td>
<td>RESEARCH METHODS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn and demonstrate knowledge of research methodology within the criminal justice system and become acquainted with the range and scope of quantitative and qualitative tools available to the criminal justice researcher.</td>
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<td>CJA 443</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course in organizational behavior encompasses the study of individual and group behavior as they apply to criminal justice organizations - court systems, law enforcement, and corrections. Managing organizational behavior challenges individuals to understand organizational structure and systems, leadership, motivation, effective communication, change management, and performance systems. A comprehensive review of these processes, as well as others, will allow students to examine their role in criminal justice systems in our rapidly changing society.</td>
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<td>CJA 444</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
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<tr>
<td>CJA 453</td>
<td>CRIMINAL JUSTICE ADMINISTRATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course applies management and financial principles to criminal justice organizations. Emphasis is placed on budgets, financial accounting principles and assessing the effectiveness of the activities of criminal justice organizations. Constitutional requirements, course decisions, and legislation (such as EEOC requirements) as they impact management in criminal justice are discussed. Basic accounting and financial terminology, and purposes and formats of financial statements are introduced: depreciation of assets, capital budgeting, cash management, lease versus purchase, and inventory management.</td>
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<tr>
<td>CJA 454</td>
<td>CRIMINAL JUSTICE MANAGEMENT THEORY AND PRACTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course applies management and financial principles to criminal justice organizations. Emphasis is placed on budgets, financial accounting principles and assessing the effectiveness of the activities of criminal justice organizations. Constitutional requirements, course decisions, and legislation (such as EEOC requirements) as they impact management in criminal justice organizations are discussed. Basic accounting and financial terminology, and purposes and formats of financial statements are introduced: depreciation of assets, capital budgeting, cash management, lease versus purchase, and inventory management.</td>
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<td>CJA 463</td>
<td>CRIMINAL JUSTICE POLICY ANALYSIS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines the history of federal- and state-level crime control initiatives and explores the development of effective anticrime policies. The analysis of contemporary crime control policy is included.</td>
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<td>CJA 473</td>
<td>MANAGING CRIMINAL JUSTICE PERSONNEL</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a survey of important personnel issues inherent to organizations and, especially, to Criminal Justice organizations. Problems, procedures, and solutions to common personnel issues will be explored.</td>
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<tr>
<td>CJA 474</td>
<td>MANAGING CRIMINAL JUSTICE PERSONNEL</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a survey of important personnel issues inherent to organizations and especially to Criminal Justice organizations. Problems, procedures and solutions to common personnel issues will be explored.</td>
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<td>CJA 475</td>
<td>FORECASTING AND STRATEGIC PLANNING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides pre- or in-service administrators managers the knowledge, skills and tools necessary to consider the long-term mission and direction of various criminal justice agencies and to build strategy and operations from both internal and external stakeholders to achieve identified mission goals. Students consider strategic planning as a process and method for implementing effective strategic management. Students receive a high-level overview of data collection and analysis methods for strategic planning that provide the ability to develop long-term solutions to continually evolving organizational challenges. Students explore long-term strategic management options, and how to use that information in planning, decision making, and developing strategies for more efficient organizational management of operations and programs.</td>
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CJA 483 FUTURES OF CRIMINAL JUSTICE 3 College of Criminal Justice and Security This course examines possible criminal justice futures. Issues that police, corrections, and courts are likely to confront in the 21st century and beyond will be researched and discussed, along with established predictive techniques in the field of futures research. This is a capstone course requiring students to apply all they have learned throughout the program to the issues that will define possible criminal justice futures.

CJA 484 CRIMINAL JUSTICE ADMINISTRATION CAPSTONE 3 College of Criminal Justice and Security This capstone course for the criminal justice administration undergraduate degree program provides students with an integration of acquired knowledge of theory to practical applications. Particular attention is given to integrating core content of criminal justice administration with specialized content from students' selected concentration area. Students will assess the impact of their educational experiences on their professional competence and values, critical thinking and problem solving, communication, information utilization, and collaboration skills.

CJA 490 SURVEY OF CRIMINAL JUSTICE 3 College of Criminal Justice and Security This course is a survey which explores the organizational differences and jurisdictions of local, state, and federal law enforcement, judicial and corrections agencies; and the related processes involved in the criminal justice system. It surveys the historical aspects of the police, the courts, and the correctional system, as well as explains the foundational relevance of these components to the overall functioning of the criminal justice system. Additionally, special issues and challenges faced by each of these areas will be considered.

CJA 491 SURVEY OF CRIMINAL COURT SYSTEMS 3 College of Criminal Justice and Security This course is a survey to the historical aspects of the courts and various components of the legal system. It examines the different types of court at the state and federal levels, courtroom players, courtroom processes, and post conviction process of the court system. Additionally, it illustrates the correlation among all courtroom participants, differentiates roles and responsibilities, and examines how they relate to one another.
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<td>CJA 492</td>
<td>SURVEY OF CORRECTIONAL PROCESSES AND PENAL SYSTEMS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a survey to the various components of the correctional system and penal reform within the criminal justice system. It provides an overview of corrections, jails and prisons including their history, the players involved and their roles, and organizations that manage convicted offenders. Other topics that are covered include policy and procedure, sentencing, probation, and rehabilitations rehabilitations of prisoners. The course ends with international perspectives of imprisonment and global correctional systems.</td>
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<td>CJA 495</td>
<td>FIELD EXPERIENCE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>In the Criminal Justice and Security Field Experience course, students gain exposure to and a greater understanding of the criminal justice or security systems in their assigned fields. Criminal Justice and Security majors have the opportunity to apply the knowledge and skills they have gained through academic coursework in a practical setting and to obtain additional knowledge and skills in preparation for professional work. Students are required to choose an agency field experience site that is relevant to their field of criminal justice or security and participate in related activities to gain pertinent experience to their field. Time in this course is spent completing the field experience goals and related outcomes, which are accomplished individually at each student's field experience site.</td>
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<td>CJA 495A</td>
<td>FIELD EXPERIENCE ORIENTATION</td>
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<td>College of Criminal Justice and Security</td>
<td>This course is designed to provide an orientation to the BSCJA Field Experience course, CJA 495. Students are introduced to the documents that must be completed before entering the field experience course. Students also learn how to locate a Criminal Justice and Security field experience agency.</td>
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<td>CJA 520</td>
<td>MANAGEMENT OF INSTITUTIONAL RISK</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course will help the student understand the various element of risk in justice and security organizations. Topics will focus on legal risks regarding, EEO, ADEA, ADA, FMLA, FLSA, OSHA, IFC, and workers' compensation.</td>
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<td>CIA 560</td>
<td>CRITICAL INCIDENT MANAGEMENT</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides an overview of the critical incident management process, covering a variety of events that impact justice and security organization. This course will discuss planning, prevention, response and post-incident management, as well as inter-agency coordination.</td>
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<td>CJHS 395</td>
<td>ISSUES AND FUTURES IN HUMAN SERVICES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines both the principle issues in contemporary human services in the criminal justice system as well as the extrapolation of such issues toward possible futures within human services in the criminal justice field. Students will focus on relevant research that reflects key elements of current conditions and what may be expected in the years to come. Such research will reflect case management, mental health care, crisis and trauma situations, and legal requirements affecting children and families as they relate to policing, courts, and corrections; the main components of the criminal justice system. Students will apply critical review and engage in in-depth discussion of these concepts as a basis for comprehensive understanding at local, state, national, and global levels of human services in the criminal justice system as addressed by criminal justice administration.</td>
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<td>CJHS 400</td>
<td>THEORY AND PRACTICE: HUMAN SERVICES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students explore major theoretical areas in human services, including psychotherapeutic, behavioral, cognitive, multicultural, and systems theories. Students learn the foundational concepts associated with the major theories, approaches to change, and techniques and interventions used by practitioners. This course emphasizes the development of a personal theory and approach to human services within criminal justice. In addition, students analyze the practical applications of theory-based techniques that criminal justice and human services professionals use while working in the criminal justice system.</td>
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<tr>
<td>CJHS 410</td>
<td>MENTAL HEALTH AND CRISIS INTERVENTIONS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students learn about human services delivery, crisis intervention, and mental health services within the criminal justice system. Students explore the skills associated with crisis intervention and mental health services and how they are applied in the field. Strategies for providing services to various populations in the criminal justice system also are examined.</td>
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<td>CJHS 420</td>
<td>CASE MANAGEMENT AND SERVICES PROVIDED IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course covers principles, practices, and issues in case management. Students learn about the nature of diagnoses, basic interviewing skills, and how to identify treatment resources in the criminal justice system. Ethics and professional boundaries in case management are also examined.</td>
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<td>CJHS 430</td>
<td>COLLABORATIVE SERVICES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines the collaboration between human service professionals and those working in the criminal justice system. Students analyze the roles of mediator, advocate, and agency representatives to include forensic evaluation. Overcoming barriers to effective service delivery through the use of collaboration is also considered.</td>
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<td>CJH 400</td>
<td>HEALTH CARE DELIVERY IN CRIMINAL JUSTICE SYSTEMS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines the various ways health care is administered and delivered within criminal justice systems. Students review the evolution of the United States health care system and examine its various functions, provider models, and service delivery systems. Private, public, and criminal justice-based health care sectors are contrasted including ambulatory, acute, mental, and long-term care. Students also consider financial aspects that influence health care delivery and quality.</td>
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<tr>
<td>CJH 410</td>
<td>COMMON DISEASE PROCESSES IN CRIMINAL JUSTICE SYSTEMS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course reviews disease processes and trends commonly encountered in criminal justice systems. Students review potential bloodborne pathogens and their transmission. Various methods of protection are also discussed.</td>
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<td>CJH 420</td>
<td>HEALTH CARE LEGAL ISSUES IN CRIMINAL JUSTICE AND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines various legal issues, laws, regulations, and policies that affect health care administration and criminal justice systems. Topics range from patient rights to corporate responsibility and focus on laws relevant to the criminal justice and security professional in a health care setting. Students examine specific health care litigation and the impact of public and private health care regulatory agencies on the operation of health care as a business.</td>
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<tr>
<td>CJH 430</td>
<td>FORENSIC HEALTH CARE POLICY: THE PAST AND THE FUTURE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines complex public policy issues affecting various forensic populations that must receive health care while under the control or custody of various governmental agencies. Students examine the role of political and economic theory, the role of interest groups, and the need for security in medical settings. Students also discuss historical trends and consider future challenges that forensic populations will face in health care delivery.</td>
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<tr>
<td>CJS 200</td>
<td>FOUNDATIONS OF THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to the foundational elements of the criminal justice system. Students will begin to examine this system from its influential past to its multi-faceted present to its theorized future. This course gives the student an interactive pathway through the laws that protect the system, through the people that enforce the system, and through the courts that govern this system. It also provides an overview of the correctional systems, their impact, and their roles in our society. Other topics include crime causation, terrorism.</td>
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<tr>
<td>CJS 201</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introductory overview of the organization and jurisdictions of local, state, and federal law enforcement, judicial and corrections agencies, and processes involved in the criminal justice systems. It examines the historical and philosophical aspects of the police, the courts, and the correctional system, as well as the philosophy. Additionally, career opportunities and qualifying requirements, terminology and constitutional limitations of the system will also be covered.</td>
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<td>CJS 205</td>
<td>COMPOSITION FOR COMMUNICATION IN THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to communicate effectively in both verbal and nonverbal forms. Students explore best practices of investigative reporting and composing written communications, such as administrative reports and memos, interpreting and using body language, and interpersonal interactions within criminal justice settings. This includes interactions with victims, suspects, incarcerated persons, as well as government officials, staff, and civilians.</td>
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<tr>
<td>CJS 210</td>
<td>FUNDAMENTALS OF POLICING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides students with the opportunity to gain a basic understanding of policing in the United States. It examines the history of the police, the emerging role of private security, and the organizational structure of police departments. This course will also discuss the relationships between the police department and their respective communities. Other topics include recruitment processes, diversity, culture, and laws that govern policing. Students will have the opportunity to research their local police department for a closer look at policing in their community.</td>
</tr>
<tr>
<td>CJS 211</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores the standards and codes of professional responsibility in criminal justice professions. It also explores ethical dilemmas, professional organizations and agencies, ethics and community relations, ethics in criminal justice laws and procedures, and civil responsibility in law enforcement and correctional environments.</td>
</tr>
<tr>
<td>CJS 215</td>
<td>INTRODUCTION TO FORENSICS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides an introduction to forensic science. This survey course is developed specifically for non-science majors to familiarize them with the different forensic science disciplines, the types of examinations crime laboratories conduct, and how forensic science is applied in current American criminal justice systems. Students gain a basic understanding of the principles of science, specifically the scientific method and its application.</td>
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<td>Course Code</td>
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<td>CJS 220</td>
<td>INTRODUCTION TO CRIMINAL COURT SYSTEM</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to the fundamental elements of the courts in our criminal justice system. Students will examine the many complexities affecting the court system, from the theory behind the creation of laws to the implementation of such laws. This course provides an in-depth look into the roles and functions of the professionals interacting within the court while outlining the courtroom process. Other topics include punishments, appeals, and plea bargains.</td>
</tr>
<tr>
<td>CJS 221</td>
<td>CULTURAL DIVERSITY IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course offers a comprehensive, critical, and balanced examination of the issues of crime and justice with respect to race and ethnicity. Procedures and policy in a pluralistic and multicultural society are examined relative to law enforcement, courts, and corrections environments.</td>
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<tr>
<td>CJS 225</td>
<td>CRITICAL THINKING IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course introduces the topics of critical and creative thinking. This overview course defines and differentiates the two topics, and helps students explore how personal beliefs are formed and evaluated. Special attention is placed on how critical and creative thinking are used to create solutions to problems encountered by criminal justice and security personnel.</td>
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<tr>
<td>CJS 230</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to the fundamental elements of the corrections system within the criminal justice field. Students will examine the early implementations of punishment as well as evolving philosophies of sentencing. Students will gain insight into the purpose and functions of jails and prisons, while establishing a connection between prison life and prisoner’s rights. Students will also take an in-depth look into how parole and probation affect our communities. Other topics include correctional management, rehabilitation, and correctional systems in other countries.</td>
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<tr>
<td>CJS 231</td>
<td>CRIMINOLOGY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course highlights the causes of criminal behavior and the theoretical interpretations of such behavior. Students are introduced to criminological methods of inquiry and review several different classifications of crime. Students also consider the public policy implications of various approaches to criminology.</td>
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<tr>
<td>CJS 235</td>
<td>VICTIMOLOGY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course introduces students to the topic of victimology, the scientific study of victims, and an overview of current theory, research, and trends within the context of specific victimization types. Specific crime types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services are also examined.</td>
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<tr>
<td>CJS 240</td>
<td>INTRODUCTION TO JUVENILE JUSTICE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is a general orientation to the concept of delinquency and the field of juvenile justice. Students will examine the nature of delinquency, as well as a variety of theories and explanations for delinquent behavior. Students will study factors related to delinquency and or prevention including gender, family, peers, school, and drug use. This course will also familiarize students with the evolution of juvenile justice and the roles of the police with juvenile offenders. Additionally, students will develop an understanding of the juvenile court process, as well as juvenile detention, restitution, and treatment.</td>
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<tr>
<td>CJS 241</td>
<td>INTRODUCTION TO POLICE THEORY AND PRACTICES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course provides an overview of policing theories and practices used in United States law enforcement systems. It surveys the basics of police functions, from individual and organizational roles to the issues faced on a daily basis. This course also examines the procedures and methods of operation of police and critical issues in law enforcement.</td>
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<tr>
<td>CJS 245</td>
<td>JUVENILE JUSTICE SYSTEMS AND PROCESSES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
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<td>This course is a general orientation to the field of juvenile justice, including causation theories and the development of system responses to delinquent behavior. The problems facing juveniles today are addressed, and adult and juvenile justice systems are compared, including initial apprehension, referral, and preventive techniques. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts.</td>
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<td>CJS 250</td>
<td>INTRODUCTION TO SECURITY</td>
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<td>College of Criminal Justice and Security</td>
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<td>This course is an introduction to contemporary security practices and programs. Students will study the origins of private security, its impact on our criminal justice system, and the roles of security personnel. Students will also examine the growth and privatization of the security industry, and study the elements of physical security including surveillance and alarm systems. The course will cover legal and liability issues, which determine the extent of private security authority as well as its limitations. This course will also focus on the current and future integration of private security services in law enforcement agencies.</td>
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<tr>
<td>CJS 251</td>
<td>INTRODUCTION TO CRIMINAL COURT SYSTEMS</td>
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<td>College of Criminal Justice and Security</td>
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<td>This course is an introduction and overview of the legal system, the participants, the courtroom process, and post conviction process of the course system. It demonstrates the connection among all participants and how they relate to each other. Additionally, the course covers the history of the court system and the different types of court at the state and federal levels.</td>
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<td>CJS 255</td>
<td>INTRODUCTION TO CORRECTIONS</td>
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<td>College of Criminal Justice and Security</td>
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<td>This course is an introduction to the various components of the corrections system within the criminal justice system. It provides an overview of corrections, including corrections history, the persons, agencies, and organizations that manage convicted offenders. Other topics that are covered include policy and procedure, sentencing, probation, and rehabilitations of prisoners.</td>
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<td>CISX 250</td>
<td>INTRODUCTION TO SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is an introduction to contemporary security practices and programs. Students will study the origins of private security, its impact on our criminal justice system, and the roles of security personnel. Students will also examine the growth and privatization of the security industry, and study the elements of physical security including surveillance and alarm systems. The course will cover legal and liability issues, which determine the extent of private security authority as well as its limitations. This course will also focus on the current and future integration of private security services in law enforcement agencies.</td>
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<tr>
<td>CLIN 400C</td>
<td>UNDERGRADUATE CLINICAL</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This is a non-credit bearing course for the faculty schedulers to use to track faculty supervision of student clinical courses. This course will not be used for students.</td>
</tr>
<tr>
<td>CMC 220</td>
<td>INFORMATION PRODUCTS AND PRESENTATIONS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>News is presented differently for print, web, and broadcast delivery. This course covers the practical functions of reporting, writing, editing, and designing for those domains. It examines conventions within the culture of journalism and critiques various media from the viewpoint of both the producer and the consumer. Students continue to investigate the affect of news on individuals and society, and to explore career opportunities. This course requires a microphone and speakers or headphones for recording and listening to digital audio files. Students download free Qualcomm Pure Voice® software for recording audio files.</td>
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<tr>
<td>CMC 230</td>
<td>COMMUNICATION PROCESSES: YOU'RE A FINE ONE TO TALK</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>In business, the most successful communication process entails what is appropriate and effective for all parties involved so that each can benefit from the outcome. This course prepares students to optimize their relationships within situations of information exchange by analyzing different aspects of message delivery, accommodating cultural as well as situational contexts, and managing control and conflict. It addresses interpersonal communication, small groups, organizational cooperation, public speaking, and mass communication channels, with frequent self-assessment activities.</td>
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<tr>
<td>CMC 240</td>
<td>INFORMATION STRATEGIES: PUTTING 2 AND 2 TOGETHER</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Effective communication strategies require effective information strategies. This course focuses on the gathering, analysis, synthesis, and evaluation that comprise information literacy as a standard of modern problem solving. Students will recognize the need for information, formulate meaningful questions to guide their search, access what is cogent, interpret bias, and integrate material for a compelling presentation. They will furthermore do this with an eye toward social responsibility and professional ethics.</td>
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<tr>
<td>CMC 250</td>
<td>INFORMATION SOURCES: WHERE IT'S AT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Finding information can be a journalistic challenge, whether it's an investigative project or a routine report. This course reviews the contribution of primary versus secondary sources, the basics of computer-assisted reporting, international resources, and tools for locating people and documents. Special emphasis is given to tracking information within healthcare, non-profit agencies, the world of the disadvantaged, and each branch of the government.</td>
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<tr>
<td>CMC 260</td>
<td>COMMUNICATION VARIETY: THE SPICE OF LIFE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The field of communications underlies virtually every aspect of today's increasing global interdependence. This course addresses how customs, values, and societal systems generate expectations - often tacit - about how communication should occur, and problems - often misunderstood - about how communication is occurring. Students develop greater sensitivity to intercultural and intracultural differences to foster effective information exchange and develop mutually satisfying communication solutions.</td>
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<tr>
<td>CMGT 230</td>
<td>FUNDAMENTALS OF SSCP</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the basics of systems security. Emphasis is placed on access controls, networking, auditing, security operations, and malicious code activity. This course is aligned to the Systems Security Certified Practitioner (SSCP) exam.</td>
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<td>CMGT 232</td>
<td>FUNDAMENTALS OF CYBER SECURITY AND CRYPTOGRAPHY</td>
<td>3</td>
<td>This course introduces the basics of cyber security and cryptography encryption concepts. This course will provide an overview of the various security and encryption methods used in today’s information technology and communication environments.</td>
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<tr>
<td>CMGT 245</td>
<td>IS SECURITY CONCEPTS</td>
<td>3</td>
<td>This course introduces general concepts of information systems security. Content includes governmental views, positions and processes of national security. Coursework explores other concepts, including contingency and business resumption planning, backup schemes and implementation strategies, as well as various types of invasive actions and prevention measures.</td>
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<tr>
<td>CMGT 400</td>
<td>INTRO TO INFORMATION ASSURANCE &amp; SECURITY</td>
<td>3</td>
<td>This course is an introduction to information assurance and security in computing technology. Topics include risk management; protecting information in the enterprise; business continuity and disaster recovery planning; threats and remediation; legal, ethical, and professional issues; and considerations within systems development processes.</td>
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<tr>
<td>CMGT 410</td>
<td>PROJECT PLANNING AND IMPLEMENTATION</td>
<td>3</td>
<td>This course provides the foundation for successful project planning, organization, and implementation within the realm of information technology. The course uses real-world examples and identifies common mistakes and pitfalls in project management. Topics covered include project scoping, estimating, budgeting, scheduling and staffing, tracking and controlling, and software tools for project management.</td>
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<td>CMGT 413</td>
<td>APPLICATION ACQUISITION AND SOURCING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course examines a number of alternatives to be considered when delivery of an information technology application is needed. The evaluation of alternatives such as build versus buy and in-sourcing or outsourcing are covered along with the considerations for testing and evaluation of information technology decisions. The primary components of a Request for Proposal (RFP) and a Statement of Work (SOW) are examined in this course.</td>
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<tr>
<td>CMGT 420</td>
<td>INTEGRATED PROJECT MANAGEMENT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course helps to prepare students for the Project Management Institute (PMI®) (CAPM®) certification exam. It covers the Project Management Framework, a set of standard terminology and guidelines for project management, and the knowledge areas in managing projects.</td>
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<tr>
<td>CMGT 430</td>
<td>ENTERPRISE SECURITY</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course covers the managerial and technical considerations related to access controls, authentication, external attacks and other risk areas facing the enterprise. This course will also survey the techniques to prevent unauthorized computer and facility access as well the concepts for protecting the hardware and software assets of the enterprise.</td>
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<tr>
<td>CMGT 431</td>
<td>INFORMATION SYSTEMS SECURITY</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces students to the concepts of information systems security within the framework of the major security certification, the Certified Information Systems Security Professional (CISSP). It provides an overview of each of the CISSP’s ten domains and prepares students for more detailed work in the subsequent program courses. Those domains include Access Controls; Application Security; Business Continuity and Disaster Recovery; Cryptography; Information Security and Risk Management; Legal, Regulations, Compliance, and Investigation; Security Architecture and Design, Telecommunications and Network Security.</td>
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<td>CMGT 432</td>
<td>INTRODUCTION TO CRYPTOGRAPHY</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<td>This course introduces cryptography and encryption concepts and how they are applied in real-world situations in order to implement strong and reliable security safeguards. This course will survey the various cryptography and encryption methods used in today's information technology and communications environments as well as to review the considerations for selecting commercial products that support encryption technology.</td>
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<td>CMGT 433</td>
<td>CYBER SECURITY</td>
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<td>College of Information Systems and Technology</td>
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<td>This course explores the evolution from information security to cyber security, policy and cyber security development and the relationships between business and public private sector organizations in meeting the challenges of cyber security threats. Students will be introduced to the legal and regulatory requirements for internal network and internet security both as they apply to business and personal use. Vulnerabilities of both the organization and the individual will be reviewed as well as the processes and controls for mitigating cyber security threats. The need for an IT audit will also be explored as part of the vulnerability mitigation process as well as the need for development of an organization-wide cyber security policy.</td>
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<td>CMGT 442</td>
<td>INFORMATION SYSTEMS RISK MANAGEMENT</td>
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<td>College of Information Systems and Technology</td>
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<td>This course identifies and defines the types of risks that information systems professionals need to consider during the development and implementation of computer based information systems. This course will survey remedies and prevention techniques available to address the risk areas present. Organizational policies and current regulatory considerations will also be examined relative to development, implementation and use of computer based information systems.</td>
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<td>CMGT 445</td>
<td>APPLICATION IMPLEMENTATION</td>
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<td>College of Information Systems and Technology</td>
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<td>This course will cover the process and issues associated with the implementation of a computer application information system. Topics will include the processes associated with sponsor and stakeholder approvals, end user training, technical staff training, conversion from existing application(s) and integration into the information system production environment. This course will also examine the use of development and testing environments and the testing procedures related to the implementation of a computer application information system.</td>
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<td>CMGT 554</td>
<td>IT INFRASTRUCTURE</td>
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<td>This course focuses on the managerial level of knowledge and terminology for telecommunications and computer networks. This course covers the concepts and application of the internet; server and storage architectures; and regulatory considerations.</td>
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<tr>
<td>CMGT 555</td>
<td>SYSTEMS ANALYSIS AND DEVELOPMENT</td>
<td>3</td>
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<td>This course explores the framework and strategy for creating an environment to develop and engineer software according to the business needs of an organization. The course teaches the techniques of software engineering while focusing on the quality and development and the support of business objectives during the software engineering process.</td>
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<tr>
<td>CMGT 556</td>
<td>ENTERPRISE MODELS</td>
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<td>This course provides a process view of the organization from several perspectives including enterprise resource planning (ERP), supply chain management (SCM), and customer relationship management (CRM) system.</td>
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<tr>
<td>CMGT 557</td>
<td>EMERGING TECHNOLOGIES &amp; ISSUES</td>
<td>3</td>
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<td>The course examines how to identify emerging technology, the related issues and their potential impact on the organization. This examination provides an understanding of both the technical and managerial issues including the strategic implications associated with emerging technologies.</td>
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<td>CMGT 575</td>
<td>CIS PROJECT MANAGEMENT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course will provide both theory and application of the skills required for Project Management. Topics covered will include: identifying deliverables, determining work break-down structure, estimating resource and cost requirements, resource management, scheduling techniques, schedule control methods, PERT and Gantt charts. MS Project, a project management application, will be used extensively at this course.</td>
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<tr>
<td>CMGT 578</td>
<td>CIS STRATEGIC PLANNING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides the knowledge and skills to develop effective short, intermediate and long-range strategic information technology plans. Course topics include the need and responsibilities of an information technology steering committee, the relationship of information technology planning to the overall organizational mission, goals, and assessment of the organizations current state, determination of information technology, project and management requirements, and means of prioritizing and selecting information technology projects.</td>
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<tr>
<td>CMGT 582</td>
<td>SECURITY &amp; ETHICS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>The ethical issues examined in the course will include information privacy, accessibility, and ownership from an organizational perspective. Information laws, regulations and compliance requirements will be examined in this course as well as the considerations for creating a safe digital environment within the organization.</td>
</tr>
<tr>
<td>CMGT 583</td>
<td>IS INTEGRATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course will focus on the integration of the IS function and the information technology architecture within the enterprise. The alignment of IT with the strategy of the organization will be examined considering the decisions related to information technology architecture.</td>
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<td>CMHC 551</td>
<td>HUMAN SEXUALITY AND SEX THERAPY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The goal of this course is to learn about the many facets of human sexuality and the treatment of sexual dysfunctions in a safe and respectful environment. Topics include the physiology, psychology, and sociology of sexuality, including the effects of sexual attitudes and functioning on individuals and families. Clinical applications, including the treatment of sexual difficulty and dysfunction will also be explored. Students will develop familiarity with the language and terms of sexology and demonstrate an ability to apply this knowledge to clinical situations.</td>
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<tr>
<td>CMHC 597C</td>
<td>INTERNSHIP C</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Mental health counseling internship is a 900-hour clinical experience divided into three parts (A, B, and C), fifteen weeks each. Students are placed at a mental health counseling organization where they provide direct services under the authority of an approved site supervisor. In addition, students meet weekly to review their clinical work and to receive instruction on professional issues.</td>
</tr>
<tr>
<td>CNSL 500</td>
<td>ORIENTATION TO THE COUNSELING PROFESSION</td>
<td>0</td>
<td>College of Social Sciences</td>
<td>CNSL 500 is a 3-week orientation required for specified counseling program applicants. Students will explore the field of counseling and options for a career path to determine their readiness for entry into a graduate program in counseling. Students are required to take a career inventory to examine their interests and aptitude for acquiring the skills needed in the counseling professions. Students also begin to identify their personal motives for a career in the counseling field. Additional topics include orientation to University of Phoenix learning platforms, the online library, graduate-level writing expectations, and the broader idea of navigating graduate school and studies.</td>
</tr>
<tr>
<td>CNSL 502</td>
<td>GRADUATE PORTFOLIO I</td>
<td>0</td>
<td>College of Social Sciences</td>
<td>Portfolio I is an admission readiness assessment which samples and evaluates the student's cognitive, affective, and behavioral skills in critical areas of the counselor education process. It is a six-workshop, 24-hour, noncredit assessment that helps determine student appropriateness for the program and gives the potential student the opportunity to evaluate his or her aptitude for the counseling program. Portfolio I must be passed before a student may be admitted to any graduate counseling program in the College of Social Sciences.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>CNSL 503R</td>
<td>RESIDENCY I</td>
<td>1</td>
<td>This residency course is 2-weeks in length, with the last 3 days of the second week involving face-to-face interaction with faculty and peers at a ground campus is the last requirement for formal admission into the counseling program. The residency is experiential, with organized opportunities for students to observe, practice, and demonstrate fundamental counseling and helping skills. Topics in this course include counselor self-efficacy, oral and written communication skills, basic interviewing skills, application of counseling theory to counseling models and practice, and finally an evaluation of students’ readiness to move forward in the program. (1 credit)</td>
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<tr>
<td>CNSL 513R</td>
<td>RESIDENCY II</td>
<td>1</td>
<td>This residency course is 2-weeks in length, with the last 3 days of the second week involving face-to-face interaction with faculty and peers at a ground campus. The 3-day in person residency provides an opportunity for students to observe, practice, and demonstrate competency in intermediate counseling skills. Topics include professional and personal development, oral communication skills, research methodologies, and sensitivity to diversity issues. Students will demonstrate intake, assessment, provisional diagnoses, and treatment planning abilities. Students also practice facilitation of group therapy and demonstrate skills in clinical case staffing. The core of this residency focuses on practicing group work theory and application in a variety of group therapy simulations. The capstone of the residency is staffing a clinical case and role play. (1 credit)</td>
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<tr>
<td>CNSL 523R</td>
<td>RESIDENCY III</td>
<td>1</td>
<td>This residency course is 2-weeks in length, with the last 3 days of the second week involving face-to-face interaction with faculty and peers at a ground campus. The final 3-day in person residency in the Clinical Mental Health Counseling online program focuses on advanced clinical counseling skills and competencies. This residency is used to determine the student’s readiness for work with diverse populations during clinical placement in practicum and internship courses. Students demonstrate skills in case conceptualization, diagnosis and rationalization, treatment planning using evidence-based approaches, and cultural and career awareness. Additional counseling topics include crisis and trauma, professional orientation and identity, personal growth and self-care concepts, and completion of a scenario-based exam. (1 credit)</td>
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<tr>
<td>CNSL 556</td>
<td>PORTFOLIO II</td>
<td>0</td>
<td>Portfolio II assists students in the process of integrating and evaluating their learning in the Master of Science in Counseling Program at this point in both academic and experiential studies. Portfolio II is an assessment process that requires students to draw from and integrate material from previous courses in the program and demonstrate the application of that learning both professionally and personally. Students must successfully pass all areas to move forward in the program.</td>
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<tr>
<td>CNSL 573</td>
<td>CRITICAL ANALYSIS IN RESEARCH</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is an overview of the fundamentals of research and program evaluation for counseling, family therapy, and school counseling. Topics include research methods, statistical analysis, and needs assessment. Emphasis is placed on engaging students in critical analysis of research literature.</td>
</tr>
<tr>
<td>CNSL 588</td>
<td>SEMINAR IN COMMUNITY COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the foundations of community counseling, the context within which community counseling takes place, and the knowledge and skills required of those who practice community counseling. Study of the history and development of the mental health movement includes definitions of the professional identity of community counselors, investigation of professional organizations and standards of practice, and exploration of community demography. Students contextualize their learning by gaining familiarity with practice settings, community needs, principles of community intervention, characteristics of human services programs, and the relationship of community counselors to other professionals. Knowledge and skills gained include assessment of needs, multidisciplinary and comprehensive treatment planning, effective use of community resources, and strategies for client advocacy.</td>
</tr>
<tr>
<td>COM 107</td>
<td>COMMUNICATION SKILLS FOR THE WORKPLACE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides skills needed to communicate effectively in today's workplace. The course introduces communication theories and fundamental interpersonal, written, verbal, and oral communication skills.</td>
</tr>
<tr>
<td>COM 170</td>
<td>ELEMENTS OF UNIVERSITY COMPOSITION AND COMMUNICATION I</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course addresses the key elements necessary for effective academic writing in college. The course begins with focus on various modes of writing and writing strategies and builds to drafting and revising essays. The course introduces skill development at the sentence and paragraph level.</td>
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<tr>
<td>COM 172</td>
<td>ELEMENTS OF UNIVERSITY COMPOSITION AND COMMUNICATION II</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course builds upon the foundations established in COM 170. It focuses on the creation of an effective, college-level research paper that includes the use of outside sources and appropriate formatting. The course includes further skill development at the sentence and paragraph level.</td>
</tr>
<tr>
<td>COM 295</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to the foundations of communication in a business setting. After completion of this course, students will be able to identify the types and purposes of various business documents; create messages using appropriate channels for delivery based on context, audience and purpose; understand the needs created by changes in technology such as social media on business communication; and identify ethical, cross-cultural, and multinational issues in business communication.</td>
</tr>
<tr>
<td>COM 320</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course presents the knowledge, skills and understanding necessary for people to communicate effectively in a variety of personal, social, and professional situations. The course approaches communication as a holistic, culture-laden experience that is non-verbal as well as verbal. Interpersonal communication is examined as a process that is inextricably involved with personal identity, human relationships, and power dynamics.</td>
</tr>
<tr>
<td>COM 340</td>
<td>MASS COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course delves into the processes and technology of communication on societal and global levels accomplished through the print and electronic media. Content of communication studied ranges from journalism, entertainment, commerce, advocacy to personal communication on the Internet. The dynamic changes that have taken place and are evolving today in mass media and mass communication will be considered along with predictions about the role of mass communication in the future.</td>
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<tr>
<td>COM 403</td>
<td>CONTEMPORARY COMMUNICATION IN A DIVERSE SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the dynamics of human communication across cultures and genders in a multicultural society.</td>
</tr>
<tr>
<td>COM 410</td>
<td>MANAGEMENT, LEADERSHIP, AND COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the development of communication styles, strategies, and skills necessary to manage and lead in business and professional situations. Students will analyze communication needs and contexts, devise strategies, and execute them to develop communication styles appropriate for contemporary workforces. The principles and practices of this course apply to non-profit philanthropic and cultural organizations as well as the business sector.</td>
</tr>
<tr>
<td>COM 430</td>
<td>PUBLIC RELATIONS AND PUBLIC AFFAIRS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Expanding upon the communication model of sender, channel, and receiver, this course explores the communication processes in the public arena, commercial, non-profit, and public interest- based. Professional and ethical foundations will be explored as well as the tools and techniques of these professional practices.</td>
</tr>
<tr>
<td>COM 460</td>
<td>COMMUNICATION FOR TRAINING AND DEVELOPMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Effective training is based on effective communication. Essential communication principles must be followed to ensure that effective training outcomes are met. This course focuses on those principles by examining their application in the process of designing and delivering training for adults. Training designed for business, civic, and philanthropic organizations will be considered.</td>
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<tr>
<td>COM 505</td>
<td>COMMUNICATION SKILLS FOR GRADUATES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides new graduate students in University of Phoenix programs with an introduction to strategies for academic success within the University of Phoenix adult learning model. Topics include oral and written communication, methods for finding and evaluating course resources, critical thinking, program standards, stress and time management, and Learning Team processes.</td>
</tr>
<tr>
<td>COM 505C</td>
<td>COMMUNICATION SKILLS FOR GRADUATE STUDY</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides new graduate students in University of Phoenix programs with an introduction to strategies for academic success within the University of Phoenix adult learning model. Topics include oral and written communication, methods for finding and evaluating course resources, critical thinking, program standards, stress and time management, and Learning Team processes.</td>
</tr>
<tr>
<td>COM 516</td>
<td>PROFESSIONAL COMMUNICATIONS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides new graduate students in University of Phoenix programs with an introduction to strategies for academic success within the University of Phoenix adult learning model. Topics include oral and written communication, methods for finding and evaluating course resources, critical thinking, the purpose and use of portfolios, program standards, stress and time management, and tools for collaborative learning, in preparation for team assignments in future classes.</td>
</tr>
<tr>
<td>COM 520</td>
<td>ORGANIZATIONAL COMMUNICATION FOR ADULT EDUCATION &amp; TRAINING</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, learners apply written and oral communication principles to their roles as trainers and adult educators. Learners demonstrate how to persuade a variety of stakeholders through applicable communication channels. Learners examine the role of perception, techniques, and business justifications related to effective communication. The course includes topics about oral and written communication, interpersonal and intercultural communication, and tools for collaborative learning.</td>
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<td>Course Code</td>
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<td>School of Business</td>
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<td>COM 530</td>
<td>COMMUNICATIONS FOR ACCOUNTANTS</td>
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<td>In this course, students examine principles and practices of group communication in the context of the organization. Topics include an overview of group communication, culture and conflict, group formation, influence in organizational communication, organizational change, formal communications, and public communications.</td>
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<tr>
<td>COM 537</td>
<td>ORGANIZATIONAL COMMUNICATIONS</td>
<td></td>
<td>This course prepares graduate students to apply written and oral communication principles to the roles they play as managers. Students will learn how to persuade a variety of stakeholders to commit to a proposal. Other topics include the role of perception in communication, techniques, aligning communication to an audience, business justifications, presenting data, and ethics in organizational communications.</td>
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<tr>
<td>COM 538</td>
<td>COMMUNICATIONS: SELLING AND CUSTOMER ENGAGEMENT</td>
<td></td>
<td>This course will introduce students to the fundamentals of the sales management process. Students will leverage their negotiation and persuasive communication skills in the development of a sales plan. Specific topics include an understanding of strategies for prospecting ethically based long-term relationship selling, proactive customer-focused selling techniques, and adaptive selling and active listening practices.</td>
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<tr>
<td>COM 539</td>
<td>COMMUNICATIONS: SELLING AND CUSTOMER ENGAGEMENT</td>
<td></td>
<td>This course examines the national and global issues that fundamentally change the nature of business functions. Students will investigate strategies and solutions that improve opportunities for economic mobility. Other topics include international business and trade, global marketing, and the role of government policies on organizations.</td>
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<td>Course Code</td>
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<tr>
<td>COM 600</td>
<td>COMMUNICATION SKILLS FOR GRADUATE STUDY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides students with an introduction to strategies for academic success at the graduate level. Topics include oral and written communication, methods for finding and evaluating course resources, critical thinking, program standards, stress and time management, and collaborative processes.</td>
</tr>
<tr>
<td>COM 705</td>
<td>COMMUNICATION STRATEGIES</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This 3-week, online course provides incoming doctoral students with an introduction to advanced communication strategies to demonstrate their readiness to take next steps in their intellectual doctoral journey through iterative improvements to critical thinking and writing skills by applying faculty feedback, writing resources, and personal insights to a doctoral-level writing assignment.</td>
</tr>
<tr>
<td>COM 705A</td>
<td>COMMUNICATION STRATEGIES</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>The purpose of this course is to provide Doctor of Philosophy (PhD) students with an introduction to doctoral level communication strategies for academic success. Topics include self and scholarly discovery, scholarly writing competencies, and peer-collaboration.</td>
</tr>
<tr>
<td>COM PAS23</td>
<td>COMMUNICATIONS FOR PUBLIC ADMINISTRATORS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to lead change in the public sector. Students will apply leadership theories in the public sector considering the unique role of shared decision making between career, appointed and elected officials in a political environment. Other topics include culture in the public sector, power, group behavior, financial and nonfinancial motivation, and workplace conflict.</td>
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<td>Course Code</td>
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<tr>
<td>COM PA530</td>
<td>COMMUNICATIONS FOR PUBLIC ADMINISTRATORS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to communicate with multiple stakeholders and public media. Students will apply communication concepts to create messages that are sensitive to the opinions and positions of disparate groups. Other topics, at the state and local level, include uniqueness of public sector communications, public involvement, and internal &amp; external communications.</td>
</tr>
<tr>
<td>COM TM541</td>
<td>COMMUNICATION FOR MANAGERS OF TECHNOLOGY</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares graduate students to apply communication principles to the roles they play as technology managers. Students learn how to effectively communicate technical issues to non-technical stakeholders in a business environment. Other topics include the role of perception in communication, techniques to enhance group communication, aligning communication to an audience, cross-border communications, and ethics in organizational communications.</td>
</tr>
<tr>
<td>COMM 102</td>
<td>COMMUNICATION SKILLS FOR CAREER GROWTH</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course covers the skills necessary for effective communication in the work environment and modern society. The course provides an orientation to basic communication theories and discusses the fundamentals of interpersonal, written, and oral communication skills. Emphasis will be placed on applying these skills and theories to group processes and professional situations.</td>
</tr>
<tr>
<td>COMM 110</td>
<td>INTRODUCTION TO ORAL COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will provide students with the basic concepts of oral presentations. Students will be able to develop and deliver effective individual and group presentations in classroom and professional settings. The course is also designed to provide a maximum opportunity for practice and evaluation of presentation techniques.</td>
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<td>Course Code</td>
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<tr>
<td>COMM 218</td>
<td>PUBLIC SPEAKING FOR THE IT PROFESSIONAL</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will provide the IT professional with the basic concepts for oral presentations; and enable students to develop and deliver effective individual and group presentations in classroom and professional settings.</td>
</tr>
<tr>
<td>COMM 310</td>
<td>PUBLIC SPEAKING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course addresses how an effective speech is developed and delivered. Techniques for audience targeting and style development, as well as the basic techniques required to communicate effectively on television are also a maximum opportunity for practice and evaluation of speeches and presentation techniques.</td>
</tr>
<tr>
<td>COMM 315</td>
<td>DIVERSITY ISSUES IN COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course identifies barriers to effective communication associated with racial, gender, cultural and socioeconomic diversity in the workplace and in the community. Students will develop an understanding of why and how diversity factors influence effective communications. The course will introduce techniques for improving written, oral and interpersonal communication skills in response to diversity concerns.</td>
</tr>
<tr>
<td>COMM 400</td>
<td>MANAGEMENT COMMUNICATION SKILLS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a study of human interpersonal communications and conflict resolution. Focus and emphasis is on identification and development of interpersonal relations in business organizations, as well as on management communication skills, group process, effective responses, and team building.</td>
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<td>Course Code</td>
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<tr>
<td>COMM 470</td>
<td>COMMUNICATING IN THE VIRTUAL WORKPLACE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course offers guidance and examples on how to communicate effectively in a growing workplace that is dependent upon technology as a means to communicate globally. The course provides students with an understanding of technology mediated communication and how to maximize the use of new media to optimize organizational communications. Intranets, internet, e-commerce, and the impacts upon customer satisfaction of new communications technologies are explored.</td>
</tr>
<tr>
<td>COMP 295</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to the foundations of communication in a business setting. After completion of this course, students will be able to identify the types and purposes of various business documents; create messages using appropriate channels for delivery based on context, audience and purpose; understand the needs created by changes in technology such as social media on business communication; and identify ethical, cross-cultural, and multinational issues in business communication.</td>
</tr>
<tr>
<td>CON 001</td>
<td>RESOURCES FOR COLLEGE OF NURSING</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This activity introduces the undergraduate nursing student to the School of Nursing. Students will begin to use resources implemented for the undergraduate nursing program.</td>
</tr>
<tr>
<td>CPMGT 300</td>
<td>PROJECT MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines project management roles and environments, the project life cycle, and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are illustrated in this course through the use of Microsoft® Project® software.</td>
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<tr>
<td>Course Code</td>
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<td>School of Business</td>
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<tr>
<td>CPMGT 301</td>
<td>STRATEGIC PORTFOLIO AND PROJECT MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with insight into the management of an organization’s strategic project portfolio. Students will learn the value of aligning a project's goals and objectives with the organization's strategies and stakeholders' interests. In addition, this course will illustrate how project teams are used to accomplish continuous improvement and to facilitate change within the organization. Students will also examine the characteristics of global and virtual project management.</td>
</tr>
<tr>
<td>CPMGT 302</td>
<td>PROCUREMENT AND RISK MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the procurement planning process, contracting methods and phases, outsourcing, contract administration, and the external environment of the procurement management processes. The course also addresses risk management applied to both project and procurement management processes.</td>
</tr>
<tr>
<td>CPMGT 303</td>
<td>PROJECT ESTIMATING AND CONTROL TECHNIQUES</td>
<td>3</td>
<td>School of Business</td>
<td>To be successful, project managers must analyze alternative project decisions by relying heavily on project estimating and control tools and techniques. This course provides students with the skills required to plan, baseline, monitor, analyze, and evaluate project performance. Students work in groups to analyze program parameters and work situations.</td>
</tr>
<tr>
<td>CPMGT 304</td>
<td>LEADING PROJECTS IN ORGANIZATIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with an overview of organizational behavior as it relates to project management. It introduces various techniques and processes that will help students develop effective communication and interpersonal skills to successfully manage project teams. In addition, numerous leadership and motivation theories are presented as well as techniques that minimize stress in the project environment. Furthermore, project decision-making processes and techniques that facilitate effective and efficient project change management are addressed in this course. Students will also examine the influence of globalization, technology, and future trends in project management.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>CPMGT 305</td>
<td>PROJECT MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>School of Business</td>
<td>This course is the capstone of the project management courses. Students will demonstrate project management skills learned via preparation of a project plan and presentation of that plan to the executive board in a role-play environment. Key project management concepts and processes studied in prior five courses will be integrated and applied to the class project.</td>
</tr>
<tr>
<td>CPSS 210</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is an overview of the organization and jurisdictions of local, state, and federal law enforcement, the judicial system, and corrections agencies involved in the criminal justice system. Special issues affecting the criminal justice system including prevention efforts, recidivism, and evidence-based practices are reviewed.</td>
</tr>
<tr>
<td>CPSS 215</td>
<td>SURVEY OF CORRECTIONS IN THE UNITED STATES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces the various components of the corrections system within the criminal justice system. It provides an overview of corrections, including corrections history and the people, agencies, and organizations who manage convicted offenders. Other topics covered include policies and procedures, sentencing, community supervision, and rehabilitations of prisoners.</td>
</tr>
<tr>
<td>CPSS 225</td>
<td>SURVEY OF CORRECTIONAL PROGRAM CAREER OPPORTUNITIES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to the areas in which correctional programs are offered. Students explore the various career opportunities in this diverse field.</td>
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<td>Course Code</td>
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<td>CPSS 235</td>
<td>WORKING WITH THE JUVENILE JUSTICE SYSTEM</td>
<td>3</td>
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<td>This course is a general overview of the juvenile justice system. Students address current problems juveniles face and compare adult and juvenile justice systems. The course focuses special attention on the problems inherent in the handling of juveniles, the function of juvenile courts, sentencing, and future juvenile justice system issues.</td>
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<tr>
<td>CPSS 240</td>
<td>FOUNDATIONS OF CRIMINAL BEHAVIOR</td>
<td>3</td>
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<td>This course highlights the causes of criminal behavior and the theoretical interpretations of such behavior. Students are introduced to the criminological methods of inquiry and review several different classifications of crime. Students also consider the public policy implications of various approaches to criminology.</td>
</tr>
<tr>
<td>CPSS 300</td>
<td>WORKING WITH THE CORRECTIONAL POPULATION</td>
<td>3</td>
<td></td>
<td>This course provides an overview of correctional populations and addresses the ethical, legal, and security aspects of the profession, including inmate manipulation.</td>
</tr>
<tr>
<td>CPSS 315</td>
<td>SOCIAL PSYCHOLOGY</td>
<td>3</td>
<td></td>
<td>This course provides a view of the field of social psychology as it relates to the development of criminogenic factors and criminal behavior. It presents the concepts of social influence and power and exchange in social life. Students explore human thoughts, feelings, and actions as influenced by other people.</td>
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<tr>
<td>CPSS 330</td>
<td>ESSENTIALS OF COMMUNICATION IN CORRECTIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the principles of effective professional communication. Topics include the broad spectrum of communication requirements and techniques to meet the demands of multiple audiences within the correctional field.</td>
</tr>
<tr>
<td>CPSS 370</td>
<td>INTAKE, ASSESSMENT, AND CLASSIFICATION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to the purpose, philosophy, and functions of intake, assessment, and classification within the correctional system. Students survey multiple tools for determining risk and the needs of incarcerated individuals.</td>
</tr>
<tr>
<td>CPSS 385</td>
<td>CASE PLANNING AND CASE MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The purpose of this course is to prepare students to develop and manage a case plan for persons in the correctional system, based on each individual’s risk, needs, and resources. Students examine the factors that influence case planning and management.</td>
</tr>
<tr>
<td>CPSS 395</td>
<td>PROGRAM FACILITATION SKILLS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course identifies the variety of facilitation skills necessary for promoting positive behavioral change in inmates and offenders. Students explore the distinction between paraprofessional and professional program services.</td>
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<tr>
<td>CPSS 400</td>
<td>INSTITUTIONAL AND COMMUNITY-BASED PROGRAMS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides an overview of the range of programs and interventions in institutional- and community-based settings. Students explore the risk and need assessment process that determines program placement.</td>
</tr>
<tr>
<td>CPSS 405</td>
<td>WORKING WITH SEX OFFENDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides the historical overview of sex crimes and punishment and explores the contemporary challenges of working with sex offenders. Students review treatment types specific to sex offenders.</td>
</tr>
<tr>
<td>CPSS 406</td>
<td>CONTEMPORARY ISSUES OF SEX CRIMES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course examines contemporary and emerging issues regarding sexual offenses, including the effects of politics, public policy, and cultural attitudes on sex offender management and treatment in the criminal justice system.</td>
</tr>
<tr>
<td>CPSS 407</td>
<td>TREATMENT TECHNIQUES AND PROGRAMS FOR SEX OFFENDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the evolution and variety of sex offender assessment and treatment approaches.</td>
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<tr>
<td>CPSS 408</td>
<td>COLLABORATIVE APPROACHES TO SEX OFFENDER MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course presents the development of responses to sexual offenses and the factors that influence sex offender management. Students examine collaborative approaches and strategies to prevent future offenses.</td>
</tr>
<tr>
<td>CPSS 410</td>
<td>OVERVIEW OF MENTAL HEALTH IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to provide students with an introduction to the theories and research concerning psychopathology. The course addresses topics such as the classification of abnormal behaviors into various diagnostic categories; the etiologies of psychological disorders; and an overview of the major models of prevention, intervention, and treatment of mental health problems in the criminal justice system.</td>
</tr>
<tr>
<td>CPSS 411</td>
<td>MENTAL HEALTH ISSUES IN THE FORENSIC SETTING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course examines the evolution of national perspectives and current strategies regarding offenders with mental health issues. Students explore the challenges related to assessment and treatment within the system, as well as transition and continuity of care after release from custody.</td>
</tr>
<tr>
<td>CPSS 412</td>
<td>ORGANIC- AND PHYSIOLOGICALLY-BASED DISORDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to the diagnostic criteria for organic- and physiologically-based disorders. Students examine the intricacies of multiple disorders related to mood, anxiety, and trauma issues. The course addresses the prevalence of these disorders within society, with a special focus on the effects on the criminal justice system. Students learn basic identification and intervention techniques.</td>
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<td>Course Code</td>
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<tr>
<td>CPSS 413</td>
<td>CHARACTER- AND PERSONALITY-BASED DISORDERS</td>
<td>3</td>
<td></td>
<td>This course introduces students to the diagnostic criteria for character-and personality-based disorders. Students examine the intricacies of multiple disorders related to character and personality issues. The course addresses the prevalence of these disorders within society, with a special focus on the effects on the criminal justice system. Students learn basic identification and intervention techniques.</td>
</tr>
<tr>
<td>CPSS 415</td>
<td>WORKING WITH JUVENILE OFFENDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to prepare students to address the challenges of working with juvenile offenders. Students examine the differences between adult and juvenile offenders in supervision strategies, classification systems, and custodial relationships. Students also examine the unique role of the family in juvenile offender cases.</td>
</tr>
<tr>
<td>CPSS 416</td>
<td>OVERVIEW OF ADOLESCENT DEVELOPMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is designed to familiarize students with developmental milestones, social influences, the process of identity formation, and the moral and ethical development of adolescents. Students also explore the unique challenges adolescents face.</td>
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<tr>
<td>CPSS 417</td>
<td>THE ROLE AND INFLUENCE OF THE FAMILY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course allows students to examine the complex correlation between family dynamics and juvenile delinquency. Students explore topics related to prevention, development, and rehabilitation.</td>
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<tr>
<td>CPSS 418</td>
<td>PREVENTION AND TREATMENT INTERVENTIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to basic prevention and treatment models for addressing delinquent behavior. Students survey a variety of interventions and strategies specific to juvenile offenders.</td>
</tr>
<tr>
<td>CPSS 420</td>
<td>ISSUES OF SUBSTANCE ABUSE AND ADDICTION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course examines the history of substance abuse and addiction, including the effects of addiction on individuals, families, and communities. Topics include national and international perspectives and strategies regarding addiction, as well as their relationship to the judicial system. The course includes an overview of the major models of prevention, intervention, rehabilitation, and maintenance and relapse prevention.</td>
</tr>
<tr>
<td>CPSS 421</td>
<td>ETIOLOGY AND PHYSIOLOGY OF ADDICTIONS DISORDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course examines the development of addiction disorders and the factors that influence substance abuse. Students explore the prevalence of co-occurring disorders and addictions in vulnerable population.</td>
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<tr>
<td>CPSS 422</td>
<td>ALCOHOL- AND DRUG-RELATED ADDICTIONS DISORDERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to the diagnostic criteria for alcohol- and drug-related addictions disorders. Students examine the intricacies of multiple disorders related to substance abuse and dependence and their prevalence in society, with a special focus on the effects on the criminal justice system. Students also survey a variety of other addiction disorders.</td>
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<td>CPSS 423</td>
<td>PREVENTION, SELF-HELP, AND TREATMENT MODELS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces students to different addiction prevention, treatment, self-help, and program models for working with forensic populations. Topics include the progression of criminal justice interventions and strategies to address addiction issues.</td>
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<tr>
<td>CPSS 430</td>
<td>MAINTAINING BOUNDARIES AND SELF-CARE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces multiple skills and resources that support a fulfilling career in corrections, including processes for setting healthy boundaries, managing conflicts, and developing appropriate coping strategies for professional self-care.</td>
</tr>
<tr>
<td>CSC 390</td>
<td>CULTURE AND COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students will be introduced to the interdependent relationship between symbols, rituals, artifacts, and patterns of thought of cultural groups and the communication practices of those groups. They will engage in critical analysis of communication in contemporary society, including culture-based metaphor, nonverbal communication, advertising, print media and television.</td>
</tr>
<tr>
<td>CSC 391</td>
<td>GEOGRAPHY, CULTURE AND COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will focus on the ecological and historical approach to cultures and communication and how they have changed within a global and spatial context. Within the context of culture and communication, themes will include human-environmental interaction; exploration of human-environmental systems analysis; diffusion and movement of commerce and urban sprawl; location and spatial patterns of development; identity and the boundaries of place; and selected topics within the scope of human geography.</td>
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<td>Course Code</td>
<td>Course Title</td>
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<td>College of Humanities and Sciences</td>
<td>Description</td>
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<tr>
<td>CSC 392</td>
<td>ETHNIC AND CULTURAL DIVERSITY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students in the course will analyze the topics of identity, culture, and diversity as it relates to modern society. Students will be introduced to the conceptual frameworks of racial and ethnic relations, generalizations, stereotypes, prejudices, and adaptations in diverse cultures.</td>
</tr>
<tr>
<td>CSC 475</td>
<td>CONTEMPORARY COMMUNICATION IN A DIVERSE SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The objective of this course is to focus on the dynamics of human and mediated communication across cultures in a multicultural society. Communication styles of various co-cultures will be analyzed, including race, class, gender, sexuality and disability. Students will also analyze communication technology and evaluate how it affects communication in today’s society.</td>
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<tr>
<td>CSC 476</td>
<td>GENDER COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The objective of this course is to explore gender communication differences including how traditional and nontraditional gender roles and sexuality factor into these differences. Students will focus on gender communication in business, organizations, family and the media.</td>
</tr>
<tr>
<td>CSC 477</td>
<td>RACE AND CLASS IN THE MEDIA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Through filmic analysis, cultural history, and media theory, students will explore the ways in which media in the United States participate in and challenge prevailing ideologies toward race, class and difference. Students will examine how various ethnic groups, including Native Americans, Asian Americans, African Americans, Latinos as, and Whites are presented and what those images mean for audiences.</td>
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<tr>
<td>CSS 422</td>
<td>SOFTWARE ARCHITECTURE</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course is an integrating course in business application software engineering. Integration, migration, and maintenance of enterprise software systems, including legacy systems, are emphasized.</td>
</tr>
<tr>
<td>CSS 562</td>
<td>PROGRAMMING CONCEPTS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides the conceptual foundation to develop computer software programs. Topics include program development processes, flowcharting, basic design, program structure (methods and events), Boolean logic, looping, recursion, lists and arrays.</td>
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<tr>
<td>CTEC 500</td>
<td>OVERVIEW OF CAREER AND TECHNICAL EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to survey the history, philosophy, and general principles of career and technical education (CTE). Participants share ideas and resources as they learn to incorporate current trends and meet challenges within the field. Using effective instructional methods in the CTE classroom, overseeing student organizations, mobilizing stakeholders, and promoting CTE are also emphasized.</td>
</tr>
<tr>
<td>CTEC 501</td>
<td>CAREER AND TECHNICAL EDUCATION CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>Methods of teaching career and technical education, including interdisciplinary cross-curricular instruction and the integration of Common Core State Standards into the career and technical education (CTE) curriculum are emphasized. Participants design curriculum and instruction to meet the needs of the diverse CTE student. Strategies for incorporating instructional technology, developing employability skills, and generating authentic assessments are also examined.</td>
</tr>
<tr>
<td>CTEC 502</td>
<td>CAREER AND TECHNICAL EDUCATION LEADERSHIP</td>
<td>3 College of Education</td>
<td>This course prepares participants to lead Career and Technical Education (CTE) programs. The roles and responsibilities of CTE leadership, standards and legislation that affect CTE programs, program management, and stakeholder relationships are examined. In addition, participants explore current and future trends in CTE.</td>
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<tr>
<td>CTEL 501</td>
<td>LANGUAGE AND LANGUAGE DEVELOPMENT</td>
<td>4 College of Education</td>
<td>This course examines language structure, second language acquisition theories, the nature of cognitive and affective language development, and sociocultural and political factors affecting language development. An analysis of the theories, models, processes and stages of language acquisition will also be covered.</td>
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<tr>
<td>CTEL 502</td>
<td>ASSESSMENT AND INSTRUCTION</td>
<td>4 College of Education</td>
<td>This course discusses instruction in the content areas, using both the first language and the second language, and principles for standards-based assessments, as well as the roles, purposes, and different types of assessments. Effective language and content-area assessments and foundations for programs for English learners and English language literacy are also analyzed. The course also examines ELD and SDAIE such as resources, approaches and methods, listening and speaking, and reading and writing.</td>
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<tr>
<td>CTEL 503</td>
<td>CULTURE AND INCLUSION</td>
<td>4 College of Education</td>
<td>This course addresses cultural awareness and effective collaboration among teachers, English learners, their families, paraprofessionals, and the community to improve literacy development and learning.</td>
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<td>CUR 505</td>
<td>SOCIAL AND GLOBAL PERSPECTIVES OF TEACHER</td>
<td>3</td>
<td>College of Education</td>
<td>Learners in this course have the opportunity to analyze the field of education from a social and global perspective. Learners investigate the implications of the globalization of knowledge on micro and macro educational systems. Multicultural implications, diversity, and the use of technology as a vehicle of pedagogy are explored. Emphasis is on building collaborative organizational communities and empowering teacher leaders to think strategically about school change.</td>
</tr>
<tr>
<td>CUR 506</td>
<td>THEORIES AND BEST PRACTICES OF CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on applying curricular theory to best practices in the 21st century classroom. Candidates explore the social and political foundations of curriculum and instruction and current research in this area. They analyze curriculum philosophy and planning as well as practical applications and innovations in curriculum design. Special attention is given to the use of technology in the development of effective learning environments and instruction in the 21st century classroom.</td>
</tr>
<tr>
<td>CUR 508</td>
<td>SOCIAL, POLITICAL, AND CULTURAL CONTEXTS OF SCHOOLS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the historical, political, social, and cultural constructs of contemporary education. The course includes an investigation of how social, political, and cultural contexts have contributed to the current state of national, state, and local educational settings. Additionally, the course examines how policies influence school decision making and teacher practice. Candidates apply an inquiry-based process to identify individual, social, and cultural contexts in education; explore contemporary issues in diversity and equity in education; and demonstrate an understanding of education in a global community in order to evaluate and determine their individual role in taking action in their local setting.</td>
</tr>
<tr>
<td>CUR 510</td>
<td>TEACHERS AS LEADERS</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, teachers define, clarify, and reflect on their role as a leader. They explore leadership processes that utilize collaboration, coaching, mentoring, and inclusion. Additionally, they examine broad educational issues, as well as school-based issues and determine possibilities for initiating, sustaining, and building upon systemic change.</td>
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<td>CUR 515</td>
<td>CRITICAL THINKING AND INNOVATIVE SKILLS</td>
<td>3</td>
<td>College of Education</td>
<td>Learners in this course explore the development and application of critical thinking skills for all academic content areas in elementary, middle school, and high school settings. Participants identify the educational needs of students by exploring current instructional theories, models, and strategies; and state, local, and national standards as they relate to developing critical thinking skills in classroom teaching. Prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations.</td>
</tr>
<tr>
<td>CUR 516</td>
<td>CURRICULUM THEORY AND INSTRUCTIONAL DESIGN</td>
<td>4</td>
<td>College of Education</td>
<td>In this course, learners focus on applying theory and systematic approaches to design and implementation of instruction for diverse adult learners. Learners identify and analyze trends, issues, models, methods, various instructional strategies, technology, and classroom management strategies in instructional design for adults. In addition, learners design an instructional unit, applying research-based best practices and employing instructional design models.</td>
</tr>
<tr>
<td>CUR 518</td>
<td>MULTICULTURAL STRATEGIES FOR THE ADULT LEARNER</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, learners acquire a rich and deep framework to understand what diversity means in the workplace, in the training and development environment, and in the higher education classroom. Learners explore dimensions of diversity which include race, gender, age, ethnicity, sexual orientation, gender identity and expression, religion, education, and socioeconomic status. Learners acquire an awareness of diversity and understand how to design, deliver, and evaluate training and education programs that are sensitive to the challenges and opportunities that a multicultural context presents.</td>
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<tr>
<td>CUR 520</td>
<td>ADVOCATING FOR LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>Learners examine dispositions and beliefs regarding teaching and learning for all students. This course includes discussions about supportive and engaging learning environments, along with collaboration with other professionals to develop strategies that promote student learning. Using assessment data, learners will differentiate instruction and employ appropriate strategies for students. Learners will explore advocacy through course materials, practical exercises and engaging group activities.</td>
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<td>CUR 525</td>
<td>ETHICAL ISSUES IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>Learners examine the ethical framework and challenges of teachers and teacher leaders in today’s schools. The professional educational leader fosters ethical practices and engages in purposeful ethical decision-making. Learners will ethically respond to social and political issues in education through case studies, field experiences, and other readings and interactions. Ethical leadership and decision-making will be analyzed and discussed to determine how educational leaders will be able to provide support to teachers, students, and other constituents with the purpose of improving current educational practices.</td>
</tr>
<tr>
<td>CUR 528</td>
<td>ASSESSMENT OF LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>Learners focus on developing the skills necessary to become effective assessors of adult learners in corporate training and in other adult education learning environments. Learners examine the fundamentals of planning, implementing, and learning. Additionally, learners explore purposes and methods of evaluation for courses, programs, and training.</td>
</tr>
<tr>
<td>CUR 530</td>
<td>ASSESSMENT AND EVALUATION MODELS</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, learners use assessment data through a systematic process to make informed decisions and to evaluate classroom and school-wide learning outcomes. Emphasis is placed on the design, implementation, and analysis of formative assessments while other types of assessments are explored. Learners will use this assessment knowledge to design and analyze a comprehensive assessment plan in a K-12 setting.</td>
</tr>
<tr>
<td>CUR 532</td>
<td>FACILITATING ONLINE LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>Learners explore practical strategies for aligning effective principles of instruction with the use of technology in adult learning and training environments. Learners develop the knowledge and skills required for effectively engaging adult learners in distance learning experiences using a variety of web-based course management and information systems. In addition, learners apply and evaluate audio, video, and collaborative technology tools; mobile learning technologies; and corporate online training techniques. Learners discuss essential aspects of learning in online training programs and classrooms such as engagement, time management, reflection, and assessment strategies.</td>
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<td>CUR 535</td>
<td>RESEARCH FOR IMPROVED PRACTICE</td>
<td>4</td>
<td>College of Education</td>
<td>Learners examine the process of conducting their own classroom-based or school-based research. The course provides practical experience with action research components in the educational setting for everyday instruction. Learners will use research and data to enhance the instructional environment and to promote lifelong learning.</td>
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<tr>
<td>CUR 540</td>
<td>METHODS OF COACHING IN THE INSTRUCTIONAL SETTING</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an examination of how systemic processes, experiential learning, and coaching strategies positively affect teaching and learning outcomes. Learners examine the interchangeable competencies of coaching and mentoring including roles, fostering relationships, ethical guidelines, building learning communities, effective communication, self-reflective problem solving, conflict resolution, facilitating learning, and accountability. Learners will be equipped with content knowledge, real life application opportunities, tools, and specific strategies that can be applied in both instructional leadership and coaching situations.</td>
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<tr>
<td>CUR 545</td>
<td>USING TECHNOLOGY FOR TEACHING AND LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>Learners evaluate technology use and technology integration for teaching and learning while considering the value of current technologies and tools as part of an interactive experience in a 21st century classroom. Learners will review the considerations and responsibilities of using and maintaining technology in today’s schools, including safety, ethics, resources, and financial needs. Using the knowledge gained in this course, learners will determine how they will advocate and be change-agents for technology integration within their districts, schools, classrooms, and the community.</td>
</tr>
<tr>
<td>CUR 550</td>
<td>ENGAGING IN COMMUNITIES OF PRACTICE</td>
<td>3</td>
<td>College of Education</td>
<td>Learning communities are a method for the organization and operation of schools that will best meet the academic needs of students. In this course, learners examine the components of developing and maintaining school-based communities of practice to improve student achievement and assist with school improvement planning. Learners will identify resources to help them initiate, plan, and maintain communities of practice.</td>
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<td>Course Code</td>
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<td>CUR 555</td>
<td>PROFESSIONAL LEARNING FOR CONTINUOUS IMPROVEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>Learners will examine the relationship of professional and personal learning to school, teacher, and student need. Learners will gain an array of effective ideas, strategies, plans, methods, and tools on designing and implementing professional development to promote the intellectual and self-reflective development of teachers, as they collaborate to raise student achievement. Topics include components of high-quality staff development and learning networks.</td>
</tr>
<tr>
<td>CUR 711</td>
<td>DEVELOPMENTAL AND LEARNING THEORIES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Theories on the physical, social, emotional, and intellectual development of learners across the lifespan are the focus of this course. These theories and their effect on the educational process and the design and implementation of instructional programs will be examined.</td>
</tr>
<tr>
<td>CUR 712</td>
<td>CURRICULUM THEORY</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course examines historical, current, and cross-cultural theories of curriculum. With a foundation in the major theorists and tenets of their theories, learners analyze curriculum documents for evidence of the various theories, investigate implications of theories on educational programming, and interpret the interaction of these theories with public policy.</td>
</tr>
<tr>
<td>CUR 713</td>
<td>CURRICULUM, DEVELOPMENTAL, AND LEARNING THEORIES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course provides an overview of the historical and current theories of curriculum, development, and learning. Students examine the effects these theories have on the educational process, curriculum design, and the implementation of instructional programs. With a foundation in the major theorists and tenets of their theories, students analyze curriculum processes and procedures, investigate implications of the theories for educational programming, and interpret the interaction of these theories with public policy.</td>
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<td>Course Code</td>
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<td>CUR 721</td>
<td>CURRICULUM DESIGN</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students focus on the creation of systemic models of curriculum design and delivery, including consideration of schedule, structure, stakeholder involvement, and end products. Students will also analyze the implicit, hidden, cultural, and institutional aspects of existing curricular models to inform their own development approach.</td>
</tr>
<tr>
<td>CUR 722</td>
<td>INSTRUCTIONAL MODELS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course analyzes the models and process of instruction. Effective instructional models are explored as they relate to teaching strategies and learner outcomes. Instructional models for diverse populations, improvement of instructional programs, and staff development are of special focus.</td>
</tr>
<tr>
<td>CUR 723</td>
<td>ASSESSMENT OF STUDENT LEARNING</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores student assessment methods utilized in learning organizations. The merits and faults of these methods are debated. Among the key topics are outcomes-based assessment - such as standardized achievement and criterion assessment, as well as the influence of leadership styles on these outcomes.</td>
</tr>
<tr>
<td>CUR 731</td>
<td>SUPERVISION OF CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores the supervision and evaluation of instructional programs. Topics include effective techniques for managing curriculum, effective evaluation instruments, conferencing, classroom management, and recommendations for improvement. Traditional and alternative methods of evaluating student achievement will be discussed.</td>
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<td>CUR 732</td>
<td>PROGRAM EVALUATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students explore program evaluation models and methods utilized in learning organizations. Both formative and summative methods are discussed, and their merits and faults are debated. Accreditation issues are among the key topics, and the influence of leadership style on program evaluation methods is examined.</td>
</tr>
<tr>
<td>DAT 565</td>
<td>DATA ANALYSIS AND BUSINESS ANALYTICS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to a variety of data analytic solutions. Students will learn how to retrieve real business data and create reports, support business decisions with visual representations of data, manage and improve a business process based on quantitative analysis, analyze long-term trends and patterns in the data, and develop actionable results that drive the business decision-making process.</td>
</tr>
<tr>
<td>DBM 280</td>
<td>FUNDAMENTALS OF ACCESS DATABASE</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course will cover the use of desktop database software to create small database applications. Emphasis will be placed on creating and managing a database, creating tables, and building forms. Emphasis is placed on hands-on experience in the installation, design, and debugging of desktop database software.</td>
</tr>
<tr>
<td>DBM 294</td>
<td>QUERYING A SQL SERVER</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an overview of querying a SQL Server. Emphasis is placed on creating database objects, working and modifying data, and optimizing the database environment. This course addresses the objectives contained in the Microsoft Certified Solutions Associate (MCSA) for querying a Microsoft® SQL server.</td>
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<td>Course Code</td>
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<tr>
<td>DBM 296</td>
<td>ADMINISTERING A SQL SERVER</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an introduction to the installation, configuration, support, availability and recovery of databases. The considerations for database administration addressing the requirements for user access, security, backup and recovery will be covered in this course. This course addresses the objectives contained in the Microsoft Certified Solutions Associate (MCSA) for administering a Microsoft® SQL server database.</td>
</tr>
<tr>
<td>DBM 298</td>
<td>IMPLEMENTING A DATA WAREHOUSE</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course examines the use of database technology in a variety of information technology applications. Emphasis is placed on implementing, configuring, deploying, and maintaining SQL Server Integration Services (SSIS), Analysis Services (SSAS), and Reporting Services (SSRS) solutions. This course addresses the objectives contained in the Microsoft Certified Solutions Associate (MCSA) for implementing a data warehouse with Microsoft SQL server.</td>
</tr>
<tr>
<td>DBM 380</td>
<td>DATABASE CONCEPTS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course covers database concepts. Topics include data analysis, the principal data models with emphasis on the relational model, entity-relationship diagrams, database design, normalization, and database administration.</td>
</tr>
<tr>
<td>DBM 381</td>
<td>DATABASE CONCEPTS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course covers health care database concepts. Topics include data analysis, the principal data models with emphasis on the relational model, entity-relationship diagrams, database design, normalization, and database administration within the health care industry.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
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<td>DBM 384</td>
<td>SPECIAL PURPOSE DATABASES</td>
<td>3</td>
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<td>This course examines the use of database technology in a variety of information technology applications. The use of text, multimedia, temporal, spatial, and mobile databases will be covered in this course.</td>
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<tr>
<td>DBM 460</td>
<td>ENTERPRISE DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
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<td>This course covers distributed computing, middleware and industry standards as relating to the enterprise data repository. Data warehousing, data mining, and data marts are covered from an enterprise perspective.</td>
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<tr>
<td>DBM 502</td>
<td>DATABASE MANAGEMENT</td>
<td>3</td>
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<td>The course focuses on database management systems from a managerial perspective. Emphasis is placed on developing a strategy for managing and organizing corporate data, including data warehousing, to support the business activities of the organization. The course uses Microsoft Access and simulations of Oracle software.</td>
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<tr>
<td>DEVQA 365</td>
<td>SANITY TEST CLASS</td>
<td>3</td>
<td>School of Business</td>
<td>QA Test Course</td>
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<tr>
<td>DHA 711</td>
<td>ADMINISTRATION OF COMPLEX HEALTH CARE SYSTEMS</td>
<td>3</td>
<td>Students will focus on administration of complex health systems rather than singular organizations. Topics include organizational analysis, strategic planning, multi-organizational management issues, and evolving governance structures. Students are expected to discuss and critically analyze theories and methods in health care administration. This course is intended to serve as an arena for discussion and inquiry regarding both current and historical issues in strategic decision-making at the policy and the organizational level. 3 credits.</td>
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<tr>
<td>DHA 712</td>
<td>RISK MANAGEMENT IN COMPLEX ORGANIZATIONS</td>
<td>3</td>
<td>Managing risk in an organization requires demonstration of an understanding of legal, licensure, certification, and accreditation dynamics, as well as litigation management within the context of corporate compliance. The student will apply concepts from labor law, risk financing, contract law, partnership agreements, and professional credentialing. Discussion will also include human subjects research, data security, and biotechnology. 3 credits.</td>
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<tr>
<td>DHA 713</td>
<td>MANAGING RESOURCES IN HEALTH ORGANIZATIONS</td>
<td>3</td>
<td>Understanding the complexity of managing the vast resources needed to deliver quality health care is essential. Although human resources comprise the majority of needed assets, other resources include facilities and industry suppliers. This course will examine how these resources are interwoven and need to be successfully managed. The course is a combination of theoretical and practical approaches for resource management. 3 credits.</td>
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<tr>
<td>DHA 714</td>
<td>HEALTH CARE MARKETING</td>
<td>3</td>
<td>Survival of health care institutions is primarily dependent on how well marketing succeeds at acquiring market share. This course examines key marketing concepts within the health care industry. Students will examine the financial success of health care institutions from a market share perspective including pricing, promotion, and distribution of services. 3 credits.</td>
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<tr>
<td>DHA 715</td>
<td>RISK MANAGEMENT IN COMPLEX HEALTH ORGANIZATIONS</td>
<td>3</td>
<td>Managing risk in health care organizations involves strategic resource management to reduce loss, maximize financial stability, and protect assets. Practitioners must have an understanding of insurance and finance principles as well as litigation management within the context of corporate compliance. Students will apply concepts from claims administration, human resource management, and information technology to analyze how integrated resource management promotes operational efficiency, ethical leadership, and employee retention.</td>
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<tr>
<td>DHA 721</td>
<td>HEALTH CARE ECONOMICS</td>
<td>3</td>
<td>This course focuses on the application of economic theory to the amount, organization, and distribution of health care services in the United States. Students will apply principles such as supply and demand, margin analysis, and cost effectiveness analysis. Students will discuss issues and controversies surrounding the government's role in financing and regulating health services. 3 credits.</td>
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<tr>
<td>DHA 722</td>
<td>POLICY AND REGULATION IN HEALTH CARE</td>
<td>3</td>
<td>Contemporary administration requires a thorough understanding of governmental policy and regulatory development process. Students analyze the history of health financing legislation and regulatory implications of the Medicare and Medicaid programs. This course examines the impact of emerging social, economic, ethical, legal, and political issues on the future of the health care system. Emphasis is on the creation of innovative models of health care delivery.</td>
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<tr>
<td>DHA 723</td>
<td>EXECUTIVE INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course focuses on the use of financial systems, decision modeling programs, and advanced clinical information systems in formulating the strategic direction of modern health care systems. Practical experience using the University's information technology partners introduces students to the richness of modern data systems. Simulations include quality improvement applications, including statistical process control methodology. 3 credits.</td>
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<tr>
<td>DHA 724</td>
<td>GLOBALIZATION OF HEALTH CARE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course focuses on global health care systems with the objective of improving the US health care systems. Topics include global health issues, advocacy organizations, comparative political processes, and the economics of health financing. Students will understand the role of various international governing structures on health policy development. 3 credits.</td>
</tr>
<tr>
<td>DHA 731</td>
<td>POPULATION HEALTH AND EPIDEMIOLOGY</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The science of epidemiology is essential for projecting the population health needs, and appropriate allocation of public and private resources. This course focuses on the utilization of epidemiologic studies and techniques as a basis for health care policy and administrative decision-making. Students will apply this science in the analysis of emerging health epidemics and diseases. 3 credits.</td>
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<tr>
<td>DHA 732</td>
<td>EVALUATION OF HEALTH CARE PROGRAMS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course prepares the contemporary health administrator to utilize research methodologies in making decisions regarding the cost effectiveness of specific health programs. Case studies will be used that incorporate disease-specific programs, community wide health interventions, and population specific care management programs across a variety of health settings. 3 credits.</td>
</tr>
<tr>
<td>DHA 733</td>
<td>CONTEMPORARY LEADERSHIP ISSUES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This seminar focuses on the application of new knowledge in creating new policies and models in the administration of health programs. Learners will explore contemporary issues and their impact on emerging leadership and management theory. Learners will demonstrate integration of knowledge. 3 credits.</td>
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<td>DHAX 733</td>
<td>CONTEMPORARY LEADERSHIP ISSUES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This seminar focuses on the application of new knowledge in creating new policies and models in the administration of health programs. Learners will explore contemporary issues and their impact on emerging leadership and management theory. Learners will demonstrate integration of knowledge.</td>
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<tr>
<td>DOC 700</td>
<td>DEVELOPING THE DOCTORAL IDENTITY</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This foundational course is designed to promote active doctoral-level inquiry and establish the School of Advanced Studies' integrated scholarship, practice, and leadership approach. Students participate in structured activities and guided dialogue to strengthen their understanding of the doctoral program requirements and expectations for doctoral-level thinking, research, informed voice, and community building. Students will demonstrate the initiative needed to take next steps in their intellectual doctoral journey through iterative improvements to critical thinking, reading and writing skills by applying faculty feedback, writing resources, and personal insights to a doctoral-level writing assignment.</td>
</tr>
<tr>
<td>DOC 705R</td>
<td>CREATIVE AND CRITICAL THINKING</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course challenges the student to become a creative scholar, practitioner, leader and problem-solver and to begin the process of personal transformation by questioning assumptions and traditional patterns of thinking. Throughout the course, students demonstrate characteristics of creative and critical thinking in individual and collaborative situations.</td>
</tr>
<tr>
<td>DOC 710R</td>
<td>DOCTORAL STUDIES SEMINAR AND WORKSHOP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>As an orientation to doctoral learning, this course provides opportunities for students to engage in a transformational learning process by positioning themselves within their cultural context, the emerging doctoral community, and the larger field of interest. Students will develop their critical consciousness as a scholar earning a Doctor of Philosophy (PhD) in Higher Education Administration or Nursing. Class activities will include critical reading, scholarly writing, dialogic interaction, reflexive practice, and collaborative projects. As an outcome of the course, students will refine their disposition toward the doctoral process and develop plans and practical skills to succeed in the program.</td>
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<td>Course Code</td>
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<td>DOC 720</td>
<td>PROPOSAL SEMINAR</td>
<td>3</td>
<td>This course will assist learners in determining their dissertation topic. Learners will work on their own dissertation prospectus proposal as well as discuss the work of the other learners in the class. Upon completion of this course, learners will develop their problem statement, purpose statement, and determine the most effective research tradition to use for their dissertation. At the end of this course, learners will have incorporated this information to form the first chapter of their dissertation proposal.</td>
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<tr>
<td>DOC 720N</td>
<td>PROPOSAL SEMINAR</td>
<td>3</td>
<td>This course will assist learners in determining their dissertation topic. Learners will work on their own dissertation prospectus proposal as well as discuss the work of the other learners in the class. Upon completion of this course, learners will develop their problem statement, purpose statement, and determine the most effective research tradition to use for their dissertation. At the end of this course, learners will have incorporated this information to form the first chapter of their dissertation proposal.</td>
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<td>DOC 720R</td>
<td>DOCTORAL SEMINAR I</td>
<td>2</td>
<td>This 3-day residency course begins the formal development of the student's dissertation. This development will be ongoing throughout the curriculum and result in the dissertation's submission at the end of the program. Topics in the course include problem statements, research questions, hypotheses and testing, samples and populations, and the intended impact of the study on the profession and society. The outcome of this course is a concept paper that articulates a specific goal and plan that will evolve into the student's dissertation. This course will incorporate students from various doctoral programs disciplines.</td>
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<tr>
<td>DOC 720S</td>
<td>PRECIS SEMINAR</td>
<td>0</td>
<td>This seminar is designed to focus on the development of the student's precis submitted in DOC 720R. The development and revision of the precis will be ongoing throughout this 3-week seminar. Topics in the seminar include problem statements, research questions, hypotheses and testing, and the intended impact of the study on the profession and society. The outcome of this seminar is a revised precis that articulates a specific goal and plan that will evolve into the student's dissertation. This seminar will incorporate students from various doctoral programs.</td>
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<tr>
<td>DOC 721</td>
<td>PROSPECTUS AND PROPOSAL WORKSHOP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course begins the formal development of the learner’s dissertation. This development will be ongoing throughout the curriculum and result in the dissertation’s submission at the end of the program. Topics in the course include problem statements, research questions, hypotheses and testing, samples and populations, the intended impact of the study on the profession and society. The outcome of this course is a prospectus (or blueprint) that articulates a specific goal and plan that will evolve into the learner’s dissertation.</td>
</tr>
<tr>
<td>DOC 721N</td>
<td>PROSPECTUS AND PROPOSAL WORKSHOP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course begins the formal development of the learner’s dissertation. This development will be ongoing throughout the curriculum and result in the dissertation’s submission at the end of the program. Topics in the course include problem statements, research questions, hypotheses and testing, samples and populations, the intended impact of the study on the profession and society. The outcome of this course is a prospectus (or blueprint) that articulates a specific goal and plan that will evolve into the learner’s dissertation.</td>
</tr>
<tr>
<td>DOC 721R</td>
<td>DOCTORAL SEMINAR I</td>
<td>2</td>
<td>School of Advanced Studies</td>
<td>This three-day residency course begins the formal development of the learner's Doctoral Project that will be on-going throughout the curriculum and submitted at the end of the program. Topics in the course include research study methods, problem statements, research questions, hypotheses to be tested, samples and populations, the intended impact of the Project on the profession and society. The outcome is a Prospectus (or blueprint) that articulates a specific goal and plan that later in the program evolves into the learner's Doctoral Proposal. 2 credits.</td>
</tr>
<tr>
<td>DOC 721S</td>
<td>CONCEPT PAPER SEMINAR</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This seminar is designed to focus on the development of the student’s concept paper submitted in DOC 721R. The development and revision of the concept paper will be ongoing throughout this 3-week seminar. Topics in the seminar include problem statements, research questions, hypotheses and testing, samples and populations, and the intended impact of the study on the profession and society. The outcome of this seminar is a revised concept paper that articulates a specific goal and plan that will evolve into the student’s dissertation. This seminar will incorporate students from various doctoral programs disciplines.</td>
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<td>DOC 722</td>
<td>DOCTORAL SEMINAR II</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is designed to focus on the Doctoral Proposal for approval. During this course the Prospectus from the Weekend Residency will be applied to the development of the Proposal. Topics in this course include focused literature review, statistical and qualitative tools, data gathering and data analysis approaches, past research and current theory, proposal chapter format requirements, Human Subjects research requirements, and submission timelines. 3 credits.</td>
</tr>
<tr>
<td>DOC 723</td>
<td>DOCTORAL SEMINAR II</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is designed to focus on the Doctoral Proposal for approval. During this course, the work from the Second-Year Residency will be applied to the development of the Proposal. Topics in this course include focused literature review, statistical and qualitative tools, data gathering and data analysis approaches, past research and current theory, proposal chapter format requirements, Human Subjects research requirements, and submission timelines.</td>
</tr>
<tr>
<td>DOC 730R</td>
<td>PROFESSIONAL DEVELOPMENT AND SOCIALIZATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores various aspects of daily work in higher education administration with a focus on the professional development of the learner. Topics will include: Grant-writing, program proposal development, scholarship and writing for publication, identifying external funding-sources, involvement in professional associations, and updating or developing a Curriculum Vitae.</td>
</tr>
<tr>
<td>DOC 731R</td>
<td>COLLABORATIVE CASE STUDY</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This five-day residency course is an exercise in practical, professional management decision-making and is intended to focus the learner on the challenges faced by managers who must balance the needs of customers, shareholders, employees, and other stakeholders. The course requires the learner to synthesize and integrate theory and practice learned and to apply them toward the development of recommended solutions for specific managerial situations found within the organization’s environment. 3 credits.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Department</td>
<td>Description</td>
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<tr>
<td>DOC 732R</td>
<td>DOCTORAL SEMINAR III</td>
<td>2</td>
<td>School of Advanced Studies</td>
<td>This 3-day residency course is designed to facilitate the process through an approved Doctoral Proposal to final submission of the Doctoral Dissertation due at the end of the program, with the final chapters being explored for content and format.</td>
</tr>
<tr>
<td>DOC 733</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This is a chair-guided course for students to finalize their dissertation proposals. The chair and committee members will work with the student to assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Students receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 733A</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 733 for students to finalize their dissertation proposals. The chair and committee members will work with the student to re-assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Students receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 733B</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 733A for students to finalize their dissertation proposals. The chair and committee members will work with the student to re-assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Enhanced support will be provided to guide students towards completion of the dissertation proposal.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Advanced Studies</td>
<td>Description</td>
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<tr>
<td>DOC 733R</td>
<td>DOCTORAL SEMINAR III</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This 5-day residency course supports the students’ professional and scholarly development in their respective discipline through experiential and interactive activities. Students will synthesize and integrate theory and practice to apply them toward the development of leadership in their communities.</td>
</tr>
<tr>
<td>DOC 734</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This is a chair-guided course for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to assess and improve readiness and skill preparation for completion of the dissertation. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 734A</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 734 for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to reassess and improve readiness and skill preparation for completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 734B</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 734A for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to reassess and improve readiness and skill preparation for completion of the dissertation. Enhanced support will be provided to guide students towards completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>School</td>
<td>Description</td>
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<tr>
<td>DOC 734R</td>
<td>DOCTORAL SEMINAR IV</td>
<td>2</td>
<td>School of Advanced Studies</td>
<td>This 3-day residency course is designed to facilitate the process through an approved doctoral proposal to final submission of the doctoral dissertation due at the end of the program, with the final chapters being explored for content and format.</td>
</tr>
<tr>
<td>DOC 735</td>
<td>RESEARCH PROPOSAL</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Students will work toward completing a draft of the dissertation proposal with their dissertation Chair. While working on their proposals, students will discuss ethical issues associated with conducting research with human participants. Students will discuss, at a conceptual level, the dissertation proposal quality review and the Institutional Review Board review processes.</td>
</tr>
<tr>
<td>DOC 736A</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The purpose of this class is for the learner and dissertation chair to work together, with the dissertation committee to finalize and submit the dissertation proposal for a Quality Review of the research method and an Institutional Review Board (IRB) review. Quality Review of the research method and IRB approval must be received to progress to DOC 737.</td>
</tr>
<tr>
<td>DOC 736B</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This is the second one-on-one chair-guided course for a doctoral student working to complete a dissertation proposal. Students enroll for this course when any of three approvals have not been received, Committee Chair approval, Quality Review Methods approval, or Institutional Review Board IRB approval of ethical treatment within the proposed study. The student chair relationship and the student earning approval of the dissertation proposal from all three groups is the catalyst for the course. Quality Review of the research method and IRB approval must be received to progress to DOC 737.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Program Name</td>
<td>Credits</td>
<td>Program Description</td>
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<tr>
<td>DOC 736C</td>
<td>DISSEPTION I</td>
<td>3</td>
<td>The purpose of this class is for the learner and dissertation chair to work together, with the dissertation committee to finalize and submit the dissertation proposal for a Quality Review of the research method. Quality Review of the research method approval must be received to progress to DOC 737.</td>
<td></td>
</tr>
<tr>
<td>DOC 736A</td>
<td>DISSEPTION I</td>
<td>3</td>
<td>The purpose of this class is for the student and dissertation Chair to work together, with the dissertation committee, to finalize and submit the dissertation proposal for approval. Students receive continued support from Chair and committee members to be engaged in communities of scholarship.</td>
<td></td>
</tr>
<tr>
<td>DOC 736B</td>
<td>DISSEPTION I</td>
<td>3</td>
<td>The purpose of this class is for the student and dissertation Chair to work together, with the dissertation committee, to finalize and submit the dissertation proposal for approval. Students receive continued support from Chair and committee members to be engaged in communities of scholarship.</td>
<td></td>
</tr>
<tr>
<td>DOC 736C</td>
<td>DISSEPTION I</td>
<td>3</td>
<td>The purpose of this class is for the student and dissertation Chair to work together, with the dissertation committee, to finalize and submit the dissertation proposal for approval. Students receive continued support from Chair and committee members to be engaged in communities of scholarship.</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Course</td>
<td>Credits</td>
<td>School of Advanced Studies</td>
<td>Description</td>
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<tr>
<td>DOC 736N1</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The purpose of this class is for a learner to work with his or her committee to finalize the first three chapters of the dissertation and submit the research proposal for ARB IRB approval. ARB IRB approval must be received to progress to DOC 737.</td>
</tr>
<tr>
<td>DOC 736N2</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The purpose of this class is for a learner to work with his or her committee to finalize the first three chapters of the dissertation and submit the research proposal for ARB IRB approval. ARB IRB approval must be received to progress to DOC 737.</td>
</tr>
<tr>
<td>DOC 736N3</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The purpose of this class is for a learner to work with his or her committee to finalize the first three chapters of the dissertation and submit the research proposal for ARB IRB approval. ARB IRB approval must be received to progress to DOC 737.</td>
</tr>
<tr>
<td>DOC 737</td>
<td>DISSERTATION II</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Learners enroll in this mentor-guided course while collecting and analyzing data for their dissertation. Learners are expected to finalize their dissertation with their committee during this course. In this course learner mentor agreement serves as the catalyst for completing the study’s research, findings, recommendations, and conclusions.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Advanced Studies</td>
<td>Description</td>
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<tr>
<td>DOC 737I</td>
<td>DISSERTATION II</td>
<td>3</td>
<td>Students enroll in this dissertation chairperson guided course while collecting and analyzing data for the dissertation. Students are expected to continue the research and writing of the dissertation during this course. In this course the learner chair agreement serves as the catalyst for completing the study's research, findings, recommendations, and conclusions.</td>
<td></td>
</tr>
<tr>
<td>DOC 737N</td>
<td>DISSERTATION II</td>
<td>3</td>
<td>Learners enroll in this mentor-guided course while collecting and analyzing data for their dissertation. Learners are expected to finalize their dissertation with their committee during this course. In this course learner mentor agreement serves as the catalyst for completing the study's research, findings, recommendations, and conclusions.</td>
<td></td>
</tr>
<tr>
<td>DOC 738A</td>
<td>DEFENSE</td>
<td>3</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
<td></td>
</tr>
<tr>
<td>DOC 738B</td>
<td>DEFENSE</td>
<td>3</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Discipline</td>
<td>Credits</td>
<td>Program</td>
<td>Description</td>
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<tr>
<td>DOC 738C</td>
<td>DEFENSE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
</tr>
<tr>
<td>DOC 738A</td>
<td>DISSERTATION DEFENSE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>During this Dissertation Chair-guided course, the doctoral candidate prepares and submits the doctoral dissertation for final quality review and completes the formal oral defense of the dissertation. Successfully submitting and gaining final quality review approval and passing the oral defense is required to complete this class.</td>
</tr>
<tr>
<td>DOC 738B</td>
<td>DISSERTATION DEFENSE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>During this Dissertation Chair-guided course, the doctoral candidate prepares and submits the doctoral dissertation for final quality review and completes the formal oral defense of the dissertation. Successfully submitting and gaining final quality review approval and passing the oral defense is required to complete this class.</td>
</tr>
<tr>
<td>DOC 738C</td>
<td>DISSERTATION DEFENSE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>During this Dissertation Chair-guided course, the doctoral candidate prepares and submits the doctoral dissertation for final quality review and completes the formal oral defense of the dissertation. Successfully submitting and gaining final quality review approval and passing the oral defense is required to complete this class.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credit Hours</td>
<td>Description</td>
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<tr>
<td>DOC 738N1</td>
<td>DEFENSE</td>
<td>3</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
<td></td>
</tr>
<tr>
<td>DOC 738N2</td>
<td>DEFENSE</td>
<td>3</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
<td></td>
</tr>
<tr>
<td>DOC 738N3</td>
<td>DEFENSE</td>
<td>3</td>
<td>In this course, learners, with the guidance of their mentor, will complete the formal oral defense of the dissertation and prepare and submit the study for university approval.</td>
<td></td>
</tr>
<tr>
<td>DOC 740R</td>
<td>ANNUAL RENEWAL RESIDENCY</td>
<td>0</td>
<td>This non-credit-bearing, 3-day course is required only when a learner has not completed the dissertation within 12 months of completing all courses, excluding DOC 733 and DOC 734. This residency session is designed to allow for concentrated time between the learner and a faculty member, focusing on dissertation completion. This annual renewal residency is required for every full year a learner remains in &quot;all but dissertation&quot; status.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
<td>Department</td>
<td>Description</td>
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<tr>
<td>DOC 741</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, the dissertation chair and committee members guide the student in finalizing their dissertation proposal. Students receive continued support in assessing and improving their readiness and skill preparation for completion of the dissertation proposal. Additionally, students explore communities of scholarship to engage with scholars in their area of practice and to share their future research.</td>
</tr>
<tr>
<td>DOC 741A</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, the dissertation chair and committee members guide the student in finalizing their dissertation proposal. Students receive continued support in assessing and improving their readiness and skill preparation for completion of the dissertation proposal. Additionally, students explore communities of scholarship to engage with scholars in their area of practice and to share their future research.</td>
</tr>
<tr>
<td>DOC 741B</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, the dissertation chair and committee members guide students in finalizing their dissertation proposal. Students receive continued support in assessing and improving their readiness and skill preparation for completion of the dissertation proposal.</td>
</tr>
<tr>
<td>DOC 741R</td>
<td>ANNUAL RENEWAL RESIDENCY</td>
<td>2</td>
<td>School of Advanced Studies</td>
<td>This 3-day renewal residency is designed to support students at various stages of dissertation development. Students engage in structured reflective activities with personalized faculty guidance to develop strategies focused on advancing the doctoral dissertation toward completion.</td>
</tr>
<tr>
<td>DOC</td>
<td>Course Code</td>
<td>Course Name</td>
<td>Unit</td>
<td>Department</td>
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<tr>
<td>DOC 742</td>
<td>DOCTORAL PROJECT IV</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>School of Advanced Studies</td>
</tr>
<tr>
<td>DOC 742A</td>
<td>DOCTORAL PROJECT IV</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>School of Advanced Studies</td>
</tr>
<tr>
<td>DOC 742B</td>
<td>DOCTORAL PROJECT IV</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>School of Advanced Studies</td>
</tr>
<tr>
<td>DOC 787</td>
<td>CONCEPT CONTINUING ENROLLMENT I</td>
<td>School of Advanced Studies</td>
<td>0</td>
<td>School of Advanced Studies</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Type</td>
<td>Credits</td>
<td>College</td>
<td>Description</td>
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<tr>
<td>DOC 788</td>
<td>CONCEPT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to the Concept Review.</td>
</tr>
<tr>
<td>DOC 887</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 888</td>
<td>DISSERTATION CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with their chair and submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 889</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 890</td>
<td>DISSERTATION CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with their chair and submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 891</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 892</td>
<td>DISSERTATION CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with their chair and submit to Quality Review of Methods.</td>
</tr>
<tr>
<td>DOC 987</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review Final.</td>
</tr>
<tr>
<td>DOC 988</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with the chair and submit to Quality Review Final.</td>
</tr>
<tr>
<td>DOC 989</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review Final.</td>
</tr>
<tr>
<td>DOC 990</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with the chair and submit to Quality Review Final.</td>
</tr>
<tr>
<td>DOC 991</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This course will allow the student to submit to Quality Review Final.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>School of Study</td>
<td>Description</td>
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<tr>
<td>DOC 992</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>This course will provide the student time to work with the chair and submit to Quality Review Final.</td>
</tr>
<tr>
<td>DOC 999</td>
<td>DOCTORAL DISSERTATION REVIEW FACULTY</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>Test course for doctoral dissertation review faculty.</td>
</tr>
<tr>
<td>DOCX 733</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This is a chair-guided course for students to finalize their dissertation proposals. The chair and committee members will work with the student to assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Students receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOCX 733A</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 733 for students to finalize their dissertation proposals. The chair and committee members will work with the student to re-assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Students receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Department</td>
<td>Description</td>
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<tr>
<td>DOCX 733B</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 733A for students to finalize their dissertation proposals. The chair and committee members will work with the student to re-assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Enhanced support will be provided to guide students towards completion of the dissertation proposal.</td>
</tr>
<tr>
<td>DOCX 734</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This is a chair-guided course for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to assess and improve readiness and skill preparation for completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOCX 734A</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 734 for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation for completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
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<tr>
<td>DOCX 734B</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is a continuation of DOC 734A for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation for completion of the dissertation. Enhanced support will be provided to guide students towards completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
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<td>Course Code</td>
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<tr>
<td>ECE 205</td>
<td>DEVELOPMENTALLY-EFFECTIVE LEARNING ENVIRONMENTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines developmentally-effective strategies used to create a positive and active early childhood learning environment for young children, birth through age 8. Topics include classroom management techniques, motivational strategies for young children, family school relationships, instructional planning and assessment, and arranging an effective learning space. Participants develop a classroom management plan for an early childhood setting.</td>
</tr>
<tr>
<td>ECE 206</td>
<td>CURRICULUM AND INSTRUCTION IN EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides a foundation of curriculum and instruction in early childhood education, from a historical and theoretical perspective through the application of current developmentally-appropriate best practices. Additionally, strategies for assessment, diversity of populations, and the importance of collaborative partnerships with family and community are also explored.</td>
</tr>
<tr>
<td>ECE 207</td>
<td>ASSESSMENT IN EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of assessment techniques used in early childhood education, including assessment of children with special needs. Participants focus on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Participants examine developmental and differentiated assessment strategies for children, birth through age eight.</td>
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<tr>
<td>ECE 505</td>
<td>EFFECTIVE INSTRUCTION FOR EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the attributes and pedagogy specific to young children, in addition to theoretical models of curriculum development, instruction, and assessment that optimize teaching and learning in the early childhood setting. Participants examine methods for designing lessons and explore effective teaching strategies to promote learning.</td>
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<td>Course Code</td>
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<td>College of Education</td>
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<tr>
<td>ECE 506</td>
<td>LANGUAGE AND LITERACY METHODS IN EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
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<tr>
<td>ECE 507</td>
<td>EARLY CHILDHOOD ASSESSMENT</td>
<td>3</td>
<td>College of Education</td>
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<tr>
<td>ECE 508</td>
<td>EARLY CHILDHOOD GROWTH AND DEVELOPMENT</td>
<td>3</td>
<td>College of Education</td>
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<tr>
<td>ECE 509</td>
<td>FAMILY &amp; COMMUNITY INVOLVEMENT IN EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
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</tbody>
</table>

This course focuses on theoretical and developmentally appropriate teaching methods in language and literacy for children from birth to age eight. Theories in language development, including second language acquisition, as well as the needs of English Language Learners are examined. Participants will explore research-based early literacy teaching strategies for engaging children in integrated listening, speaking, reading, and writing experiences. There is an emphasis on incorporating content area standards and developing hands-on learning experiences for young children. Additionally, developmentally effective assessments are discussed as a means of guiding instruction.

This course examines the role, purpose, and applications of assessment in early childhood education. Participants explore developmentally appropriate assessment techniques and strategies in early childhood education to meet the needs of diverse learners as well as approaches to effectively select, design, and record assessments. Participants examine how to interpret and evaluate assessment outcomes to evaluate student development and to enhance curriculum planning. Additionally, this course provides an overview of collaborative partnerships such as school districts, parents, and community resources in the assessment process.

This course focuses on the research, theories, and concepts related to early childhood growth and development. Participants examine the physical, motor, cognitive, language, literacy, social and emotional development of diverse children from birth through age eight. Family and cultural influences on early childhood growth and development are also explored.

This course focuses on family and community involvement in early childhood education. Participants examine strategies for establishing and maintaining collaborative relationships with culturally diverse families and communities. Effective communication, engagement, and school partnerships are also explored.
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<th>Course Code</th>
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<th>College of Education</th>
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<tbody>
<tr>
<td>ECH 205</td>
<td>EARLY CHILDHOOD GROWTH AND DEVELOPMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the theories, concepts, and trends related to early childhood growth and development from prenatal development through the early school years. It examines the physical, social, emotional, cognitive, and language development of children from birth through age 8. The course focuses on defining the various stages as they impact instructional practices and decisions in the context of the early learning environment.</td>
</tr>
<tr>
<td>ECH 211</td>
<td>INSTRUCTIONAL STRATEGIES FOR EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the theoretical models that underlie teaching and learning in the early childhood setting. Students examine appropriate methods for teaching all young children, explore lesson plan designs, analyze the most effective, research-based teaching strategies to promote student learning, and develop a lesson plan.</td>
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<tr>
<td>ECH 300</td>
<td>ORIENTATION TO EARLY CHILDHOOD EDUCATION</td>
<td>0</td>
<td>College of Education</td>
<td>This course is designed to provide an orientation to the primary components of the Teacher Education Program for Early Childhood. Students will be introduced to the program’s progression and degree completion requirements. Field Experience, E-Portfolio, Student Teaching, Teacher Work Sample, and technology resources will be discussed.</td>
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<tr>
<td>ECH 301</td>
<td>FOUNDATIONS OF EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of early childhood education for children, birth through age 8. Topics include theories and history of early childhood education, play theories, program types and models, and public policy trends. The course examines the significance of developmentally effective learning experiences throughout early childhood programs.</td>
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<td>ECH 302</td>
<td>EXCEPTIONALITIES OF THE YOUNG CHILD</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the exceptional young child in early childhood education who may require accommodations and adaptations. The course focuses on developmentally-effective methods and techniques used for the identification, assessment, and instruction of children with special needs from birth to age 8. Legal structures, public policy, and information related to current practices serving exceptional young children in early childhood are also examined.</td>
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<tr>
<td>ECH 321</td>
<td>DEVELOPMENTALLY-EFFECTIVE LEARNING ENVIRONMENTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines developmentally-effective strategies used in implementing and managing a positive and active learning environment within the framework of a diverse early childhood population. Topics include models of classroom management, establishing expectations and procedures, motivating children, family communication, managing off-task behaviors, technology integration, and materials management and record keeping. Students will develop an individual classroom management plan for an early childhood setting.</td>
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<tr>
<td>ECH 390</td>
<td>EARLY CHILDHOOD STUDENT TEACHING SEMINAR</td>
<td>1</td>
<td>College of Education</td>
<td>This course focuses on the professional aspects of teaching. Students are introduced to the Teacher Work Sample that will be created during student teaching. Students will engage in self-evaluation to develop their own professional growth plans for inclusion in their portfolios. The character qualifications for becoming a teacher will be assessed through a personal interview, using letters of character reference, and a written reflective paper on the desire and reasons for joining the profession.</td>
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<tr>
<td>ECH 400</td>
<td>ASSESSMENT AND EVALUATION IN EARLY CHILDHOOD</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides exposure to a variety of assessment techniques in early childhood education, including children with special needs. There is a focus on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Emphasis is placed on developmental and differentiated assessment strategies for children birth through age eight.</td>
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<td>ECH 416</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on methodology and assessment strategies that enhance young children’s learning in mathematics. Integration of content, and instructional strategies, as well as curriculum and assessment issues are emphasized. Multiple perspectives of young children as learners of mathematics, along with current research on mathematics pedagogy, are explored. Students evaluate and use instructional methods, curricular materials and resources, and appropriate assessment strategies. Special attention is given to the use of manipulatives in math instruction and to developing children’s problem-solving skills.</td>
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<tr>
<td>ECH 418</td>
<td>COMMUNITY AND FAMILY ENGAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on establishing and maintaining collaborative relationships among families, early childhood learning environments, and communities to support student development and achievement. Candidates explore and discuss issues related to family diversity, relationship building, and community involvement. Emphasis will be placed on creating positive family and community engagement as well as strengthening the connection between home and school.</td>
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<tr>
<td>ECH 420</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: SCIENCE</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on understanding and using developmentally effective practices to teach and to integrate science concepts and skills in early childhood education (birth through age 8). Developing meaningful curricular content, modifications, hands-on learning experiences, and integration of early childhood content area standards are explored. A foundation in developmentally effective teaching and assessment of the content area is provided.</td>
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<tr>
<td>ECH 430</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: SOCIAL STUDIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides a foundation in content and methodology for the teaching of social studies in early childhood education (birth through age 8). Developing meaningful curricular content, hands-on learning experiences, integration of early childhood content area standards, and the impact of technology are explored. A foundation in developmentally-effective teaching and assessment of the content area is provided.</td>
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<td>ECH 435</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: ARTS AND MUSIC</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on understanding and using the visual and performing arts to promote growth and development in early childhood education. Emphasis is placed on developmentally-effective practices and integration of art, music, dance, and drama across the curriculum. Assessment, modifications, accommodations, culture, and family involvement through the arts are also explored. A foundation of effective teaching strategies and best practices in early childhood education are provided.</td>
</tr>
<tr>
<td>ECH 498</td>
<td>EARLY CHILDHOOD STUDENT TEACHING (BIRTH-PRESCHOOL)</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of early childhood educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>ECH 499</td>
<td>EARLY CHILDHOOD STUDENT TEACHING (K THROUGH AGE 8 GRADE 3)</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Kindergarten through Age 8 or through Grade 3 Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on Kindergarten through Age 8 or through Grade 3 student teaching experiences.</td>
</tr>
<tr>
<td>ECH 506</td>
<td>INTRODUCTION TO EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of early childhood education for children, birth through age eight. Topics include theories and history of early childhood education, play theories, program types and models, and public policy trends. The course examines the significance of developmentally effective learning experiences throughout early childhood programs.</td>
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<tr>
<td>ECH 508</td>
<td>INSTRUCTIONAL STRATEGIES FOR EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the theoretical models that underlie teaching and learning. Students examine methods for teaching all students, explore lesson plan designs, analyze the most effective teaching strategies to promote student learning, and develop a lesson plan.</td>
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<tr>
<td>ECH 513</td>
<td>GROWTH AND DEVELOPMENT IN EARLY CHILDHOOD</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the theories, concepts, and trends related to early childhood growth and development from prenatal development through the early school years. It examines the physical, social, emotional, cognitive, and language and literacy development of children from birth through age eight. The course discusses both typical and atypical development of young children of diverse cultural backgrounds. It includes observation and activities to guide teachers and caregivers in providing opportunities that support the physical, social, emotional, language, and cognitive development of children from birth through age eight.</td>
</tr>
<tr>
<td>ECH 514</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</td>
<td>College of Education</td>
<td>This course provides an overview of exceptionality in early childhood education. It focuses on differentiated methods and techniques used for the identification, assessment, and instruction of students ages birth to grade three who have special needs. Historical perspectives and information related to special education law and current policies and practices are examined.</td>
</tr>
<tr>
<td>ECH 521</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines developmentally effective strategies used in managing a positive classroom environment within the framework of special needs students ages birth to grade three. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, technology integration, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for an early childhood setting.</td>
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<td>Course Code</td>
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<td>ECH 522</td>
<td>FAMILY AND COMMUNITY INVOLVEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an awareness of the general interdependence of culture, family, and child. Specific goals and functions of various societies, as well as the impact of social stress on families are examined. The course also focuses on urban problems such as class differences, parental expectations, and academic learning. The development of knowledge and appropriate strategies for planning family and community members’ participation in socio-cultural and learning activities are stressed.</td>
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<tr>
<td>ECH 523</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines developmentally effective strategies used in managing a positive classroom environment within the framework of special needs students ages birth to grade three. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, technology integration, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for an early childhood setting.</td>
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<tr>
<td>ECH 526</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: PHYSICAL EDUCATION</td>
<td>2</td>
<td>College of Education</td>
<td>This course provides a foundation in content and methodology for the teaching of physical education, including movement and health, for children birth through age eight. It focuses on understanding and using developmentally effective practices in teaching and integrating movement, physical activity, and physical education in early childhood settings. Curricular content, modifications, development of hands-on learning experiences, integration of content area standards, and the impact of new technology are explored.</td>
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<tr>
<td>ECH 527</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: THE ARTS</td>
<td>2</td>
<td>College of Education</td>
<td>This course focuses on understanding and using developmentally effective practices to teach and to integrate music, creative movement, dance, drama, and art in early childhood education. Curricular content, modifications, development of hands-on learning experiences, and integration of content area standards are explored. A foundation in effective teaching and assessment methodologies in the early childhood setting is provided.</td>
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</table>
ECH 529  METHODS OF TEACHING IN EARLY CHILDHOOD: MATHEMATICS & SCIENCE

This course focuses on understanding and using developmentally effective practices to teach and to integrate mathematics and science concepts and skills in early childhood education (birth through age eight). Developing meaningful curricular content, modifications, hands-on learning experiences, and integration of early childhood content area standards are explored. A foundation in developmentally effective teaching and assessment of the content area is provided.

ECH 531  METHODS OF TEACHING IN EARLY CHILDHOOD I

This course provides a solid foundation in program content and methodology for the teaching of language and literacy, the arts, and physical activity and physical education to preschool-aged children. Curricular content, modifications, and the impact of cultural and sociopolitical contexts are explored. A foundation in effective teaching methodologies in the content areas is provided.

ECH 532  METHODS OF TEACHING IN EARLY CHILDHOOD: LANGUAGE LITERACY

This course focuses on children’s language and literacy and literacy development from birth to age eight. Students examine theories of language development, including theories of second language acquisition and the needs of English Language Learners. They also explore strategies for engaging children in integrated listening, speaking, reading, and writing experiences. Integration of content area standards and development of hands-on learning experiences are emphasized. Additionally, developmentally effective assessments are discussed as a means of informing instruction.

ECH 533  METHODS OF TEACHING IN EARLY CHILDHOOD II

This course provides a solid foundation in program content and methodology for the teaching of social studies, science, and mathematics to preschool-aged children. Curricular content, development of hands-on learning experiences, and the integration of content area standards are explored. A foundation in effective teaching methodologies in the content areas is provided.
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<tr>
<td>ECH 534</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: SOCIAL STUDIES</td>
<td>2</td>
<td>College of Education</td>
<td>This course provides a solid foundation in program content and methodology for the teaching of social studies. It explores curricular content, modifications, development of hands-on learning experiences, integration of content area standards, and the impact of new technology. Effective instructional methodologies for teaching social studies are addressed.</td>
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<tr>
<td>ECH 537</td>
<td>FOUNDATIONS OF EARLY CHILDHOOD CURRICULUM</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides a framework for organizing teaching and curriculum in early childhood education. It examines the purpose, function, and impact of curricular models in early childhood education. It examines the educational objectives, content and structure, and assessment procedure for creating learning environments. Also analyzes the role of teacher in relation to curriculum development and implementation for early childhood education. The course will end with the development of a segment of a curriculum model.</td>
</tr>
<tr>
<td>ECH 538</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: LANGUAGE LITERACY</td>
<td>4</td>
<td>College of Education</td>
<td>This course focuses on children’s language and literacy development from birth to age eight. Students examine theories of language development, including theories of second language acquisition and the needs of English Language Learners. They also explore strategies for engaging children in integrated listening, speaking, reading, and writing experiences. Integration of content area standards and development of hands-on learning experiences are emphasized. Additionally, developmentally effective assessments are discussed as a means of informing instruction.</td>
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<tr>
<td>ECH 539</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: MATH AND SCIENCE</td>
<td>4</td>
<td>College of Education</td>
<td>This course focuses on understanding and using developmentally effective practices to teach and to integrate mathematics and science concepts and skills in early childhood education (birth through age eight). Developing meaningful curricular content, modifications, hands-on learning experiences, and integration of early childhood content area standards are explored. A foundation in developmentally effective teaching and assessment of the content area is provided.</td>
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<td>ECH 542</td>
<td>EARLY CHILDHOOD PLAY THEORIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to increase the understanding of children’s play and how it may be used effectively in early childhood academic programs. Theories of children’s play and how to use play as a foundation for learning are explored. Play is considered in relation to the motor, cognitive, creative, linguistic, social and emotional development of young children.</td>
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<td>ECH 546</td>
<td>EARLY CHILDHOOD STUDENT TEACHING, PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>ECH 547</td>
<td>EARLY CHILDHOOD ASSESSMENT STRATEGIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides exposure to a variety of assessment techniques in early childhood education. There is a focus on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interviewing techniques and referrals to school community resources also are explored.</td>
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<tr>
<td>ECH 548</td>
<td>EARLY CHILDHOOD ASSESSMENT STRATEGIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides exposure to a variety of assessment techniques in early childhood education, including children with special needs. There is a focus on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Emphasis is placed on developmental and differentiated assessment strategies for children birth through age eight.</td>
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<td>ECH 556</td>
<td>EARLY CHILDHOOD STUDENT TEACHING, PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on student teaching classroom experiences.</td>
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<tr>
<td>ECH 588</td>
<td>EARLY CHILDHOOD ENDORSEMENT STUDENT TEACHING</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of early childhood educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>ECH 598</td>
<td>EARLY CHILDHOOD STUDENT TEACHING, PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>ECH 599</td>
<td>EARLY CHILDHOOD STUDENT TEACHING, PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on early childhood student teaching classroom experiences.</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ECN 522</td>
<td>FOUNDATIONS OF SCHOOL COUNSELING, PART 1</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces prospective school counselors to the history, services, roles, and expectations of counselors in elementary and secondary schools in America. Important trends that will continue to influence school counseling programs will be examined. Professional school counseling organizations will also be explored.</td>
</tr>
<tr>
<td>ECN 530</td>
<td>STUDENT ASSESSMENT AND EVALUATION IN SCHOOL COUNSELING</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide the guidance counselor with a foundation of knowledge in psychometric principles necessary to gain an understanding of instruments and other methods of assessment to make educational counseling decisions. Historical, ethical, and legal issues of assessment are examined and common testing instruments are reviewed. Administration, scoring, and interpretation of standardized tests are described and psychometric principles necessary for development, interpretation, and selection of standardized instruments are presented. The purposes of assessment are considered for placement, planning, and accountability in the educational counseling setting.</td>
</tr>
<tr>
<td>ECN 545</td>
<td>STUDENT CAREER COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is a study of career counseling from theory to practical application. The focus is on clearly delineated career guidance objectives and strategies for implementing career guidance programs in schools, including the development of individual career life plans for students and adults in transition. The course fosters appropriate use of career counseling tools such as computer-based guidance systems, labor market information, and assessment. It Work K-12 programs. Issues related to career counseling for individuals from specific populations are also addressed 3 credits.</td>
</tr>
<tr>
<td>ECO 212</td>
<td>PRINCIPLES OF ECONOMICS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the fundamental theories of microeconomics and macroeconomics. The economic principles studied in this course apply to everyday life as students research an industry, debate issues with trade agreements, discuss the effects of a shift in labor supply and demand, and discuss the strengths and weaknesses of the Consumer Price Index calculation. In particular, students research an industry affected by the economy and perform an economic analysis of the chosen industry.</td>
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<td>Course Code</td>
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<tr>
<td>ECO 365</td>
<td>PRINCIPLES OF MICROECONOMICS</td>
<td>School of Business</td>
<td>This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.</td>
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</tr>
<tr>
<td>ECO 370</td>
<td>ENVIRONMENTAL ECONOMICS</td>
<td>College of Humanities and Sciences</td>
<td>This course applies the theoretical economics tools to environmental issues. Special emphasis will be devoted to analyzing the role of public policy regarding the economy and the environment.</td>
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<tr>
<td>ECO 372</td>
<td>PRINCIPLES OF MACROECONOMICS</td>
<td>School of Business</td>
<td>This course provides students with the basic theories, concepts, terminology, and uses of macroeconomics. Students learn practical applications for macroeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.</td>
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<tr>
<td>ECO 430</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: SOCIAL</td>
<td>College of Education</td>
<td>This course provides a foundation in content and methodology for the teaching of social studies in early childhood education (birth through age 8). Developing meaningful curricular content, hands-on learning experiences, integration of early childhood content area standards, and the impact of technology are explored. A foundation in developmentally-effective teaching and assessment of the content area is provided.</td>
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<tr>
<td>ECO 561</td>
<td>ECONOMICS</td>
<td>School of Business</td>
<td>3</td>
<td>This course applies economic concepts to make management decisions. Students employ the concepts of scarce resources and opportunity costs to perform economic analysis. Other topics include supply and demand, profit maximization, market structure, macroeconomic measurement, money, trade, and foreign exchange.</td>
</tr>
<tr>
<td>ECO 572</td>
<td>PUBLIC FINANCE</td>
<td>College of Criminal Justice and Security</td>
<td>3</td>
<td>This course prepares students to apply the principles of economics to the public sector. Students will create a plan for a public-private partnership to deliver a public good or service. Other topics, at the state and local level, include microeconomics in the public sector, basic macroeconomic variables, monetary policy, income redistribution, multilevel government financing, bond issuance, role of nonprofits, and tax efficiency, equity, and incidence.</td>
</tr>
<tr>
<td>ECO GM561</td>
<td>INTERNATIONAL ECONOMICS</td>
<td>School of Business</td>
<td>3</td>
<td>This course applies economic concepts to make international management decisions. Students employ the concepts of scarce resources and opportunity costs to perform economic analysis in the international environment. Other topics include supply and demand, comparative advantage, profit maximization, market structure, macroeconomic measurement, money, trade, exchange rates, and balance of payments.</td>
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<tr>
<td>ECO HC561</td>
<td>ECONOMICS IN HEALTH CARE</td>
<td>School of Business</td>
<td>3</td>
<td>This course applies economic concepts to make health care management decisions. Students employ the concepts of scarce resources and opportunity costs to perform economic analysis. Other topics include demand management, concepts of efficiency, production and distribution of health care services, regulation and reimbursement, incentives in health care, macroeconomic policy (including money), and international health markets.</td>
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<td>Course Code</td>
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<tr>
<td>EDA 532</td>
<td>HUMAN RELATIONS AND ORGANIZATIONAL BEHAVIOR IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the strategies and conditions required to build effective relationships and communications internally and externally for complex organizational structures such as school systems, corporations and similar agencies. It examines internal and external educational organizational structures, and explores relationships among administrators, classroom teachers and students, and the group processes necessary to board relations and the successful involvement of the community in the school system.</td>
</tr>
<tr>
<td>EDA 538</td>
<td>EDUCATION FINANCE AND BUDGETING</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the concepts, principles, and techniques of school finance, theory, including financing, capital outlay funding, budgeting, and tax revenues.</td>
</tr>
<tr>
<td>EDA 545</td>
<td>SCHOOL LAW FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines legal theory and practice as it relates to school administrators. Legal problems and their impact on the school setting are also surveyed.</td>
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<tr>
<td>EDA 550</td>
<td>HUMAN RESOURCES MANAGEMENT IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course covers staff composition, selection, orientation, training compensation, development, and regulations involved in personnel administration in the public schools.</td>
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<td>Course Code</td>
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<tr>
<td>EDA 564</td>
<td>THE ROLE AND FUNCTIONS OF THE PRINCIPAL</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the roles and functions of the principalship and explores educational leadership. Research, theory, and systemic change are studied and integrated to develop principals who are collaborative instructional leaders for schools of the 21st century.</td>
</tr>
<tr>
<td>EDA 590A</td>
<td>ADMINISTRATIVE INTERNSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>The practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals. Application of all principles and techniques of planning, managing, leadership, problem-solving, organizing, community relations, program and personnel evaluation, and budgeting will be addressed.</td>
</tr>
<tr>
<td>EDA 590B</td>
<td>ADMINISTRATIVE INTERNSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>The practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals. Application of all principles and techniques of planning, managing, leadership, problem-solving, organizing, community relations, program and personnel evaluation, and budgeting will be addressed.</td>
</tr>
<tr>
<td>EDA 590C</td>
<td>ADMINISTRATIVE INTERNSHIP</td>
<td>1</td>
<td>College of Education</td>
<td>The practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals. Application of all principles and techniques of planning, managing, leadership, problem-solving, organizing, community relations, program and personnel evaluation, and budgeting will be addressed.</td>
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<td>Course Code</td>
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<tr>
<td>EDA 591A</td>
<td>PRINCIPAL INTERNSHIP PART 1: INSTRUCTIONAL LEADERSHIP</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on instructional leadership. Application of all principles and techniques of planning and managing curriculum, leadership, problem solving, organizing, and program and personnel evaluation will be addressed.</td>
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<tr>
<td>EDA 591B</td>
<td>PRINCIPAL INTERNSHIP PART II: ORGANIZATIONAL MANAGEMENT</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on organizational management. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, human resource management, and budgeting will be addressed.</td>
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<tr>
<td>EDA 591C</td>
<td>PRINCIPALS INTERNSHIP PART III: COMMUNITY AND MEDIA RELATION</td>
<td>College of Education</td>
<td>This internship experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and community relations will be addressed.</td>
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<tr>
<td>EDA 594CCA</td>
<td>PRINCIPAL INTERNSHIP PART III: PROF PERSPECTIVES &amp; REF PRAC</td>
<td>College of Education</td>
<td>This practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and community relations will be addressed.</td>
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<td>Course Code</td>
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<td>College of Education</td>
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<tr>
<td>EDD 544</td>
<td>COMMUNICATION STRATEGIES FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to inform educators about the power of effective communication through awareness, understanding, and implementation. Emphasis is on communication competencies, interpersonal communication, active listening, the use of technology, and written, verbal, and nonverbal communication. Participants analyze instructional strategies and study the effect of ethics, the role of diversity, and effective communication styles for use with students, parents, and other stakeholders to promote a positive learning environment.</td>
</tr>
<tr>
<td>EDD 545</td>
<td>COMMUNICATION STRATEGIES FOR ADMINISTRATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to help school administrators develop and utilize effective strategies for communicating with internal and external stakeholders to create a positive learning environment. By understanding the power of effective communication, administrators will learn strategies for working with the media, school finance, negotiations, and school bonds and elections creating positive public support. Communication essentials and current critical issues including the use of technology and social media are also explored.</td>
</tr>
<tr>
<td>EDD 546</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the major issues in United States education and their historical, social, cultural, and economic basis. Participants examine educational philosophies and develop a personal educational philosophy. The role of cultural diversity in education, the implications of instructing diverse student populations, curriculum design models, and standards are also explored.</td>
</tr>
<tr>
<td>EDD 547</td>
<td>CLASSROOM MANAGEMENT FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides participants with strategies designed to assist them in managing their classrooms more effectively. Participants work on personal classroom preparation, setup, and management. Participants learn how to establish and communicate expectations in a classroom, deal with discipline and behavior problems without loss of instructional time, and create a positive learning environment.</td>
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<tr>
<td>EDD 548</td>
<td>CURRICULUM DEVELOPMENT AND INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on instructional strategies and curriculum development, including the alignment to state and national standards. Participants examine the history of curriculum development and school reform. Implementation, assessment methods, textbook and material selection, and the adaptation of technology into curriculum are also explored.</td>
</tr>
<tr>
<td>EDD 549</td>
<td>CURRICULUM DEVELOPMENT AND INSTRUCTION: MIDDLE SCHOOL</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to evaluate the unique characteristics of adolescents and the diversity among middle school students and their families. Instructional strategies, standards, technology integration, and assessment are examined. Participants develop curriculum and instruction to engage students and promote learning and achievement.</td>
</tr>
<tr>
<td>EDD 550</td>
<td>TEACHING CRITICAL THINKING SKILLS</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares participants to incorporate critical thinking strategies in the classroom. Opportunities are provided to implement critical thinking skills into the curriculum and learning environment. Participants will recognize and respond to reasoning concepts and determine instructional and assessment strategies for thinking critically across disciplines.</td>
</tr>
<tr>
<td>EDD 552</td>
<td>FAMILY ENGAGEMENT AND COMMUNITY INVOLVEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on family engagement and community involvement in K-12 education. Participants examine strategies for establishing and maintaining collaborative relationships with culturally diverse parents, families, and communities. The emphasis is on building relationships, family outreach, and developing an understanding and appreciation of families from diverse backgrounds. Participants explore methods to improve communication and collaboration to support learning and explore ways to connect students, parents, families, and schools with the community.</td>
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<td>Course Code</td>
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<td>EDD 553</td>
<td>ORGANIZATION AND ADMINISTRATION FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, students explore the roles and responsibilities of the school administrator and learn how educational leadership emerges. Participants examine leadership as it relates to leadership styles, policy- and decision-making, personnel management, delegation of authority, collaboration, communication, and diversity. Current research in the area of educational leadership and schools as organized systems is also emphasized.</td>
</tr>
<tr>
<td>EDD 554</td>
<td>ASSESSMENT AND EVALUATION FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide P-12 teachers and administrators with a deeper appreciation of the role of assessment in education. Participants develop skills to evaluate the alignment of curriculum, instruction, and assessment for school improvement. Participants will focus on standards-based assessments, data-driven instruction, and accountability to increase achievement.</td>
</tr>
<tr>
<td>EDD 555</td>
<td>COACHING AND MENTORING</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide an overview of coaching and mentoring. Participants examine coaching and mentoring theories and models, the roles and responsibilities of the coach and mentor, common elements and issues related to coaching and mentoring strategies, and the development of communicative, nurturing relationships. Feedback, self-evaluation, reflection, and monitoring and evaluating performance are also explored.</td>
</tr>
<tr>
<td>EDD 557</td>
<td>THEORIES OF GROWING AND LEARNING</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines growing and learning theories from birth through adolescence. The stages of life and the developmental domains including physical, language, cognitive, and emotional, social, and moral are emphasized. In addition, participants explore investigative methods and research processes in human development.</td>
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<td>Course Code</td>
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<td>EDD 559</td>
<td>PROMOTING SAFE SCHOOL ENVIRONMENTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides participants with practical skills in fostering school safety, preventing school violence, promoting digital and cyber security, and preparing for and responding to crisis events that may adversely impact the school community. Current research that outlines professional best practices and provides fundamental information to support a safe school environment is explored. In addition, communication, collaboration, and continuous improvement are addressed. Participants prepare a comprehensive safe school plan.</td>
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<tr>
<td>EDD 560</td>
<td>HUMAN RELATIONS AND MULTICULTURALISM FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of human relations and multiculturalism in the educational setting. The focus is on building an awareness of diversity, relating effectively with all groups in a pluralistic society, and building respect for human dignity and individual rights. Dealing with dehumanizing biases and translating knowledge of human relations into techniques that result in positive experiences for students is also emphasized.</td>
</tr>
<tr>
<td>EDD 561</td>
<td>COMMUNITY COLLEGE OVERVIEW</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the history, function, governance, and organization of the community college in the United States. Participants examine funding, student services, and faculty roles. Curriculum and instruction, instructional methodologies and delivery modalities, assessment, diversity, and technology are also explored.</td>
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<tr>
<td>EDD 563</td>
<td>OVERVIEW OF ADOLESCENT PSYCHOLOGY</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of theory and research on adolescent development aligned to the following domains: physical, cognitive, emotional, social, moral, and identity. Participants review how adolescents react to and cope with the influence of sociocultural context in society. In addition, participants analyze adolescent interactions with peers and family, gender and multicultural issues, and school and community settings.</td>
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<th>Course Code</th>
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<th>College of Education</th>
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<tr>
<td>EDD 566</td>
<td>COMMUNICATION STRATEGIES FOR EDUCATORS AND ADMINISTRATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to help school educators and administrators develop and implement effective strategies for communicating with internal and external stakeholders to create a positive learning community. Participants explore and apply the communication essentials necessary for working with diverse students, staff, and stakeholders, including active listening; information gathering and delivery; negotiation; persuasion; written, verbal, and nonverbal messages; cultural sensitivity; and the use of technology and social media. Critical issues, common barriers, and ethical questions regarding school communication are also examined.</td>
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<tr>
<td>EDD 567</td>
<td>INTRODUCTION TO ACTION RESEARCH: DATA DRIVEN DECISION MAKING</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the foundations of action research. The course will explore research as it impacts decision-making and educational practices. Students will be introduced to the various elements of an action research project, including problem statement and purpose, research design and writing skills, literature review, and action research requirements. Inferential and descriptive measures are examined, and methods for collecting, evaluating and analyzing data are discussed. Students will identify ethical issues related to research, including basic theory and practice, professional code of ethics, confidentiality, and research using human subjects.</td>
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<tr>
<td>EDD 568</td>
<td>ACTION RESEARCH</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, students learn the basic steps required to write an action research project proposal. Students complete a basic sentence outline and Chapters I through IV of an action research project proposal. The proposal includes an introduction, documentation of the problem, a review of the literature, a recommended solution strategy, and methods for analyzing results. Students will learn about the components of Chapter V of an action research project.</td>
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<tr>
<td>EDD 570</td>
<td>INTRODUCTION TO EDUCATIONAL RESEARCH</td>
<td>2</td>
<td>College of Education</td>
<td>This course focuses on the foundations of educational research. The purpose of research, as it impacts decision-making and educational practices, will be explored. Students will be introduced to the various elements of an action research project, including problem and purpose statements, writing style, literature review, research design, data collection and data analyses. The steps involved in the process of conducting research will be discussed.</td>
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<td>EDD 574</td>
<td>ACTION RESEARCH OUTLINE</td>
<td>1</td>
<td>College of Education</td>
<td>Students may begin work on the outline component of the action research project upon successful completion of EDD 570 and the approval of their problem statements and matrices by their faculty member. Students complete a sentence outline of Chapters 1-4 for the action research proposal, including an introduction, documentation of the problem, a review of the literature, a recommended solution strategy, and possible methods for analyzing “anticipated” results. The outline is used as a basis for writing the formal proposal.</td>
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<tr>
<td>EDD 575</td>
<td>ACTION RESEARCH PROPOSAL</td>
<td>1</td>
<td>College of Education</td>
<td>Using the outline as a framework, students create an implementation proposal for their research project. The proposal contains the same sections as the outline, but is re-written in formal text. A timeline of specific actions is included. Students must obtain faculty approval of their proposal in order to move on to the implementation phase.</td>
</tr>
<tr>
<td>EDD 576</td>
<td>ACTION RESEARCH PRESENTATION</td>
<td>1</td>
<td>College of Education</td>
<td>The final phase of the research project is the formal report using data you created and proof of outside presentation. Students will analyze their “anticipated” results and rewrite the proposals into report form, including Chapter 5. The final chapter for the action research report includes an analysis of findings and recommendations for change.</td>
</tr>
<tr>
<td>EDD 581</td>
<td>ACTION RESEARCH AND EVALUATION</td>
<td>4</td>
<td>College of Education</td>
<td>This course examines action research and its role in decision-making and in educational practices. Students are introduced to various types of action research and to the elements of the action research process, including identifying a problem, determining a problem statement and a purpose, conducting a literature review, planning for the collection and the analysis of data, and creating a plan of action. Methods for collecting, evaluating, and analyzing data are discussed. Students identify ethical issues related to research as well, including a research using human subjects. In addition, they synthesize and apply the content of the course by writing a proposal for an action research study.</td>
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<tr>
<td>EDD 581CA</td>
<td>ACTION RESEARCH AND EVALUATION</td>
<td>4</td>
<td>College of Education</td>
<td>This course examines action research and its role in decision-making and in educational practices. Students are introduced to various types of action research and to the elements of the action research process, including identifying a problem, determining a problem statement and a purpose, conducting a literature review, planning for the collection and the analysis of data, and creating a plan of action. Methods for collecting, evaluating, and analyzing data are discussed. Students identify ethical issues related to research as well, including a professional code of ethics, confidentiality, and research using human subjects. In addition, they synthesize and apply the content of the course by writing a proposal for an action research study.</td>
</tr>
<tr>
<td>EDD 711</td>
<td>SOCIAL CONTEXTS AND CONTEMPORARY ISSUES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course focuses on the historical concepts, demographic trends and current issues of education. An analysis of institutions, unionization, technology, and diversity are of focus.</td>
</tr>
<tr>
<td>EDD 712</td>
<td>LEADERSHIP IN CONTEMPORARY ORGANIZATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Theories and models of leadership and adult learning are compared and applied to a variety of organizations, cultures, and work environments. The focus is on preparing educational leaders to enhance their leadership skills and styles to promote success in evolving organizations.</td>
</tr>
<tr>
<td>EDD 713</td>
<td>LIFELONG LEARNING: LEADERSHIP IN THE EDUCATIONAL CONTINUUM</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The concept of lifelong learning and the impact it has on education providers is the focus of this course. Theories of learning, and specifically, adult learning, are examined. The role that P-12 education, higher education, corporate education training and the military play in instilling a belief in lifelong learning is of focus.</td>
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<td>Course Code</td>
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<td>School of Advanced Studies</td>
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<td>EDD 714</td>
<td>COMPARATIVE MODELS OF EDUCATIONAL ENVIRONMENTS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course examines the various models of educational environments available to students today. Discussion topics range from the wealth of options available for P-12 school students to adults learners to alternative learning environments. Specific focus is placed on distance education modalities for learners of all ages.</td>
</tr>
<tr>
<td>EDD 721</td>
<td>PLANNING AND LEADING CHANGE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course examines the concept of change and its impact on educational organizations. How to manage and lead change, counteract resistance to change, and the politics and economics of change are of special focus. Understanding the dynamics of change and how it influences strategic planning of an institution are explored.</td>
</tr>
<tr>
<td>EDD 722</td>
<td>THE LEGAL CONTEXT OF EDUCATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course provides an analysis of the legal issues prevalent in educational systems. Major topics of discussion include accreditation and regulatory issues, Federal and state constituents and laws, and institutional and individual legal issues. Freedom of speech, separation of church and state, and methods of student discipline are examined. Case laws and specific pieces of education legislation are reviewed.</td>
</tr>
<tr>
<td>EDD 723</td>
<td>ETHICS AND VALUES IN LEARNING ORGANIZATIONS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The ethics and values-based decisions that learning organizations are faced with are explored in-depth. Case studies on access, diversity, plagiarism, technology, confidentiality, student-faculty relationships, and harassment are discussed. The roles of values education, codes of conduct, and codes of ethics are debated.</td>
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<td>EDD 724</td>
<td>INSTRUCTIONAL LEADERSHIP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students analyze the impact of change on the process of instruction and curriculum development. Effective teaching and learning strategies are explored as they relate to the use of technology, motivating faculty, staff, and students, and creating dynamic learning environments. Leading change in learning environments and also counterbalancing resistance to change for faculty, staff, and students are addressed. The importance of fostering faculty development and building professional learning communities are of special focus.</td>
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<tr>
<td>EDD 731</td>
<td>THE ECONOMICS OF EDUCATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The principles and theories of the economics of education are examined. The role that federal, state, and local governments play in the economics of education is explored in-depth. Key topics include budget management grants, financial aid, expenditures and revenues, and the rising cost of education. Economic policy analysis is a focus in this course.</td>
</tr>
<tr>
<td>EDD 732</td>
<td>CONTEMPORARY POLICY ANALYSIS AND DEVELOPMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course provides an overview of contemporary education policy analysis and development. The federal, state, local, and institutional levels of policy development are explored. The factors that influence the analysis and development of policy are discussed in depth. The evaluation and revision of policies and future trends and implications are examined.</td>
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<tr>
<td>EDD 733</td>
<td>EVALUATION AND ASSESSMENT METHODS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores the strengths and weaknesses of evaluation and assessment methods utilized in learning organizations. Accreditation issues, outcomes-based assessment, institutional research, and student and faculty evaluation are key topics. The influence of leadership styles on evaluation and assessment methods is also examined.</td>
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<tr>
<td>EDDX 581</td>
<td>ACTION RESEARCH AND EVALUATION</td>
<td>4</td>
<td>College of Education</td>
<td>This course examines action research and its role in decision-making and in educational practices. Students are introduced to various types of action research and to the elements of the action research process, including identifying a problem, determining a problem statement and a purpose, conducting a literature review, planning for the collection and the analysis of data, and creating a plan of action. Methods for collecting, evaluating, and analyzing data are discussed. Students identify ethical issues related to research as well, including a professional code of ethics, confidentiality, and research using human subjects. In addition, they synthesize and apply the content of the course by writing a proposal for an action research study.</td>
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<tr>
<td>EDL 500</td>
<td>PERSONAL LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on developing a personal philosophy of leadership. Students engage in self-assessment activities that reveal how individual values and beliefs directly influence personal leadership. Students examine their own organization and stakeholders who may play a role in their journey in school leadership. Aspects of effective communication are also addressed as students explore contemporary leadership theorists and popular beliefs behind organizations and school systems that will help build a foundation for personal growth.</td>
</tr>
<tr>
<td>EDL 501</td>
<td>ORIENTATION TO TEACHER LEADERSHIP</td>
<td>0</td>
<td>College of Education</td>
<td>This course is designed to provide an orientation to the primary components of the Teacher Leadership Program. Students will be introduced to the program's degree completion requirements. Course overviews, field experience, E-Portfolios, and technology resources will be discussed. Check with your local campus to see if this course is necessary.</td>
</tr>
<tr>
<td>EDL 505</td>
<td>CULTURAL COMPETENCY</td>
<td>3</td>
<td>College of Education</td>
<td>Culturally responsive teachers facilitate and support learning for all students regardless of their diversities. This course deepens candidates' understanding of teaching and learning through examination of the diverse make-up of today's communities, schools, and classrooms. Through personal reflection and identification of theoretically sound and culturally responsive pedagogy, this course prepares the candidate to model, mentor, and lead efforts in creating a school climate that effectively addresses the learning needs of all students.</td>
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<td>EDL 510</td>
<td>TEACHER LEADERSHIP IN A GLOBAL SOCIETY</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on contemporary theories of school reform and effective teacher leadership in a global society. Performance indicators and dispositions as related to evaluation or decision making are explored. Candidates examine components of effective teacher leadership, including empowering others, building collaborative organizational cultures, and making informed decisions for strategic planning, while creating a vision of change. They also explore how effective leadership provides them with multiple opportunities to critically analyze and apply various leadership styles. Course content reflects research-based frameworks on leadership and leadership processes that will assist candidates in becoming effective teacher leaders. Candidate participate in a theoretical and applied learning approach, which incorporates research and reflective writing activities, case studies, self-assessment, and collaborative team projects that are closely aligned with the National Board Professional Teaching Standards.</td>
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<tr>
<td>EDL 515</td>
<td>ORGANIZATIONAL LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the principles of organizational leadership. It examines the origins and components of effective organizations, as well as frames of leadership. Candidates apply their knowledge of these frames in reflecting on their organization. Additionally, they learn the skills to reframe their organization, provide leadership in turbulent times, and become agents and advocates of change.</td>
</tr>
<tr>
<td>EDL 520</td>
<td>INSTRUCTIONAL LEADERSHIP</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide professional teachers an introduction to instructional leadership. Candidates utilize an instrument of self-assessment and explore opportunities for leadership with reference to theoretical and practical aspects of school improvement. Candidates create a leadership plan that outlines long-term and short-term goals for continuous development of their leadership skills. In addition, they evaluate instructional practices, determine the effectiveness of teaching within the school curriculum, and propose appropriate strategies to improve instructional performance as outlined in research and theory as &quot;best practices.&quot;</td>
</tr>
<tr>
<td>EDL 525</td>
<td>ACCOUNTABILITY AND EVALUATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide teacher leaders with an understanding of assessment, evaluation, and accountability components that are necessary to analyze curriculum, educational resources, test data and current accountability regulations. Students will apply procedures for evaluating and recommending strategies for improving the quality and effectiveness of curriculum and assessment as they relate to instruction.</td>
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<td>Course Code</td>
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<tr>
<td>EDL 531</td>
<td>MENTORING AND COACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an exploration into how mentoring and coaching improves teaching and learning. This course examines mentoring and coaching competencies, including ethical guidelines, creating collegial relationships, building learning communities, effective communication, problem-solving and conflict resolution, and facilitating learning and accountability. Candidates will be equipped with the knowledge and skills to integrate and apply these competencies in real life and instructional leadership situations.</td>
</tr>
<tr>
<td>EDL 531CA</td>
<td>MENTORING AND COACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an exploration into how mentoring and coaching improves teaching and learning. This course examines mentoring and coaching competencies, including ethical guidelines, creating collegial relationships, building learning communities, effective communication, problem-solving and conflict resolution, and facilitating learning and accountability. Candidates will be equipped with the knowledge and skills to integrate and apply these competencies in real life and instructional leadership situations.</td>
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<tr>
<td>EDL 535</td>
<td>LEGAL AND ETHICAL ISSUES IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides teacher leaders with the opportunity to examine current legal and ethical issues in the educational setting. Legal and ethical issues will be identified through action research activities covering current laws, policies and politics, moral issues, academic integrity, privacy and confidentiality, legal issues involved in grant writing and discrimination and equal protection. These issues will be analyzed and discussed to determine how teacher leaders will be able to provide support to teachers and students with the purpose of improving current educational practices.</td>
</tr>
<tr>
<td>EDLX 531</td>
<td>MENTORING AND COACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an exploration into how mentoring and coaching improves teaching and learning. This course examines mentoring and coaching competencies, including ethical guidelines, creating collegial relationships, building learning communities, effective communication, problem-solving and conflict resolution, and facilitating learning and accountability. Candidates will be equipped with the knowledge and skills to integrate and apply these competencies in real life and instructional leadership situations.</td>
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<td>Course Code</td>
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<tr>
<td>EDS 799</td>
<td>EDUCATIONAL SPECIALIST CAPSTONE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The capstone course will require learners to integrate their program of study into an in-depth project that explores and inquires into a contemporary problem within the field of educational administration. The project will be based on library research and or fieldwork and must demonstrate an approach to addressing the problem from a leadership perspective. Additionally, within this course learners will complete a reflective self-assessment of their learning throughout the program.</td>
</tr>
<tr>
<td>EDT 711</td>
<td>EDUCATIONAL TECHNOLOGY RESEARCH</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores research on learning with technology. Focal areas include learner control, media preference, motivation, collaborative learning, and computer-mediated communication. Learners formulate conclusions based on refereed studies and consider the relationship between research design and questions.</td>
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<tr>
<td>EDT 721</td>
<td>INSTRUCTIONAL DESIGN</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course is designed to examine the foundations and development of instructional design principles and the learning theories that have impacted the field. Students will explore models and processes applicable to training and learning environments. Students will also examine emerging trends, issues, and the use of technology in instructional design.</td>
</tr>
<tr>
<td>EDT 722</td>
<td>DISTANCE LEARNING</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course traces the development of distance learning, including past, present, and future trends. Students relate social contexts and educational goals to the evolution of technologies and their intended support of learning. Students also explore the delivery of instruction over physical distance, focusing on concepts such as transactional distance, cultural considerations, anonymity, privacy, and accountability.</td>
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<tr>
<td>EDT 723</td>
<td>INSTRUCTIONAL MEDIA AND DESIGN TECHNIQUES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course examines various types of electronic media used in the development of instructional design projects. Students explore the principles of instructional media design and their applications in content delivery, differentiating instruction, improving student engagement, and enhancing student learning. An emphasis is placed on identifying appropriate media formats and technologies that are purposeful in facilitating learning in multiple environments.</td>
</tr>
<tr>
<td>EDT 731</td>
<td>SYSTEM ANALYSIS AND DESIGN</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course follows the phases of needs analysis, planning, implementation, and evaluation that are integral to large-scale instructional technology projects. Learners consider vendor selection, organizational constraints, maintenance, and enhancements in an effort to address learners’ present and future needs. Learners focus on developing systemic solutions that avoid the pitfalls of piecemeal technology adoptions.</td>
</tr>
<tr>
<td>EDT 732</td>
<td>INTEGRATING TECHNOLOGY AND CURRICULUM</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course enables students to develop strategies for effective and appropriate leadership, and management for instructional technology projects. Technology selection, vendor selection, maintenance, and the needs of stakeholders are explored in an effort to address present and future organizational learning needs. A running theme of this course is system solutions for technology integration that meets the instructional needs of diverse organizations. A focus of this course is balancing the competing needs of emerging technology integration, stakeholders, and organizational constraints in a learning environment.</td>
</tr>
<tr>
<td>EDT 733</td>
<td>TECHNOLOGY LEADERSHIP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course enhances the leadership skills and styles of educational technology leaders to promote success in evolving educational organizations. Students examine leading change through leveraging technology in educational organizations. Methods to lead technological change, manage the procurement process, and counteract resistance to technological changes are addressed. The importance of creating a standardized process and language for the integration of technology is of special focus. Benefits of technology and how they influence the strategic road map for the institution are also explored.</td>
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<tr>
<td>EDTPA 500</td>
<td>CANDIDATE PREPARATION FOR EDTPA</td>
<td>3</td>
<td>College of Education</td>
<td>This course serves as a resource for teacher candidates who need additional support with edTPA (Teacher Performance Assessment). Participants will focus on the following topics: requirements and expectations for edTPA, academic language, planning instruction, teaching planned lessons, and assessment and evaluation.</td>
</tr>
<tr>
<td>EDTPA 501</td>
<td>REMEDIATION FOR EDTPA</td>
<td>3</td>
<td>College of Education</td>
<td>This course remediates teacher candidates who have previously been unsuccessful in passing edTPA (Teacher Performance Assessment). Participants focus on the reintroduction of the following topics: requirements and expectations for edTPA, academic language, planning instruction, teaching planned lessons, and assessment and evaluation. Finally, learners will prepare an action plan for the successful completion of the edTPA assessment.</td>
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<tr>
<td>EDTPA 511</td>
<td>EDTPA TASK 1 ANALYSIS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides teacher candidates with an in-depth review and analysis of Task 1 from the edTPA (Teacher Performance Assessment). Participants focus on the reintroduction of Rubrics 1 through 5 of the Planning for Instruction and Assessment task. Finally, learners prepare an action plan for the successful completion and resubmission of the edTPA Task 1 assessment.</td>
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<tr>
<td>EDTPA 512</td>
<td>EDTPA TASK 2 ANALYSIS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides teacher candidates with an in-depth review and analysis of Task 2 from the edTPA (Teacher Performance Assessment). Participants focus on the reintroduction of Rubrics 6 through 10 of the Instructing and Engaging Students task. Finally, learners prepare an action plan for the successful completion and resubmission of the edTPA Task 2 assessment.</td>
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<td>Course Code</td>
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<td>EDTPA 513</td>
<td>EDTPA TASK 3 ANALYSIS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides teacher candidates with an in-depth review and analysis of Task 3 from the edTPA (Teacher Performance Assessment). Participants focus on the reintroduction of Rubrics 11 through 15 of the Assessing Student Learning task. Finally, learners prepare an action plan for the successful completion and resubmission of the edTPA Task 3 assessment.</td>
</tr>
<tr>
<td>EDTPA 514</td>
<td>EDTPA TASK 4 ANALYSIS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides teacher candidates with an in-depth review and analysis of Task 4 from the edTPA (Teacher Performance Assessment). Participants focus on the reintroduction of Rubrics 16 through 18 of the Assessing Students' Mathematics Learning task. Finally, learners prepare an action plan for the successful completion and resubmission of the edTPA Task 4 assessment. (For Elementary Student Teachers Only)</td>
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<tr>
<td>EDU 101</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, learners are introduced to the foundations of education. Topics include the history of education, philosophical perspectives, and societal trends that change education. Learners will explore the characteristics of 21st century students and the use of technology in the classroom. In addition, learners will reflect on reasons for working in the educational setting and create a personal philosophy of education.</td>
</tr>
<tr>
<td>EDU 105</td>
<td>DIVERSITY IN EDUCATIONAL SETTINGS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on developing an understanding of multicultural diversity concepts in education and implications for learning and instruction. Learners will examine the relationship of cultural values on the formation of self-concept and learning styles. Learners will also explore the scope of diversity prevalent in classrooms today and the role of prejudice, biases, assumptions, stereotyping, and cultural inequalities in education. Learners will connect these perspectives to instructional strategies that contribute to creating culturally responsive classrooms.</td>
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<td>EDU 200</td>
<td>INTRODUCTION TO ASSESSMENT</td>
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<td>In this course learners are introduced to the role of assessment in education. The purpose and types of assessment are identified including appropriate components in assessment planning. Formative assessment for learning and summative assessment of learning will be examined. Learners will also explore the topics of feedback and grading.</td>
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<tr>
<td>EDU 215</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
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<td>This course introduces learners to the concepts of ethical reasoning and professional ethics in teaching. Learners will explore how their personal values and dispositions—whether inherited through culture and tradition or consciously adopted—interact with professional codes of ethics and ethical decision-making. Learners will examine ethical theories and the function of ethics in teaching. Ethical dilemmas in the education workplace will also be investigated.</td>
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<td>EDU 300</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
<td>College of Education</td>
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<td>This course is designed to provide an orientation to the primary components of the Teacher Education Program. Students will be introduced to the program’s progression and degree completion requirements. Field Experience, E-Portfolio, Student Teaching, Teacher Work Sample, and technology resources will be discussed.</td>
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<tr>
<td>EDU 300CA</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
<td>College of Education</td>
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<td>This course is designed to provide an orientation to the primary components of the Teacher Education Program. Students will be introduced to the program’s progression and degree completion requirements. Field Experience, E-Portfolio, Student Teaching, Teaching Performance Assessment (TPA), and technology resources will be discussed.</td>
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<tr>
<td>EDU 301</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces students to the teaching profession. Historical foundations, professionalism, the role of technology, and trends and issues in education are introduced. Students will examine personal reasons for wanting to teach and will create a personal philosophy of education.</td>
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<tr>
<td>EDU 301CA</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces students to the teaching profession. Historical foundations, professionalism, the role of technology, and trends and issues in education are introduced. Students will examine personal reasons for wanting to teach and will create a personal philosophy of education.</td>
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<tr>
<td>EDU 305</td>
<td>CHILD DEVELOPMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the development of the child from birth through eighth grade. Physical, cognitive intellectual, social emotional, and moral development will be examined. The course focuses on defining the various stages as they impact instructional practice and decisions in a preK-8 environment.</td>
</tr>
<tr>
<td>EDU 305CA</td>
<td>CHILD DEVELOPMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the development of the child from birth through eighth grade. Physical, cognitive intellectual, social emotional, and moral development will be examined. The course focuses on defining the various stages as they impact instructional practice and decisions in a preK-8 environment.</td>
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<td>Course Code</td>
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<td>EDU 311</td>
<td>MODELS AND THEORIES OF INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the theoretical models that underlie teaching and learning for all learners. Effective teaching strategies that promote student learning will be examined. Various lesson plan designs will be explored, and students will create an original lesson plan.</td>
</tr>
<tr>
<td>EDU 311CA</td>
<td>MODELS AND THEORIES OF INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the theoretical models that underlie teaching and learning for all learners. Effective teaching strategies that promote student learning will be examined. Various lesson plan designs will be explored, and students will create an original lesson plan.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>LEGAL &amp; ETHICAL ISSUES IN EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides students with the opportunity to examine and apply legal and ethical issues within the context of an educational setting. Legal issues and their consequent impact on educators are discussed, analyzed, and applied to current educational practices. Emphasis is placed on the ways ethical and legal issues facing teachers affect student learning, and the critical thinking, decision-making, professional and personal conduct of teachers.</td>
</tr>
<tr>
<td>EDU 321</td>
<td>CLASSROOM MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the strategies used in managing a positive elementary classroom. Topics include models of discipline, motivation, disruptive students, classroom expectations and procedures, parent communication, and materials management and record keeping. Students will develop an individual classroom management plan.</td>
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<tr>
<td>EDU 321CA</td>
<td>CLASSROOM MANAGEMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the strategies used in managing a positive elementary classroom. Topics include management models, motivation, disruptive students, classroom expectations and procedures, communication, and record keeping. Managing materials and technology will also be addressed. Students will develop an individual classroom management plan.</td>
</tr>
<tr>
<td>EDU 330</td>
<td>IMPLEMENTING THE COMMON CORE</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on strategies for implementing and assessing Common Core State Standards in the elementary classroom. Special attention is paid to mathematical practice, determining text complexity, literacy across the genres, use of technology, and differentiating to meet the needs of diverse learners.</td>
</tr>
<tr>
<td>EDU 335</td>
<td>CREATING A SAFE SCHOOL ENVIRONMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide students with an understanding of school safety in educational environments. Students will examine potential emergency threats, policies and procedures, intervention strategies, technology safety concerns, bullying, and monitoring techniques.</td>
</tr>
<tr>
<td>EDU 340</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
<td>College of Education</td>
<td>This 1-week orientation course introduces the learner to the Program, University, and College resources that foster academic strategies for success. Students will also discuss program requirements and review coursework; which includes a field experience component.</td>
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<td>EDU 390</td>
<td>ELEMENTARY EDUCATION SEMINAR</td>
<td>1</td>
<td>College of Education</td>
<td>This course focuses on the professional aspects of teaching. Students are introduced to the Teacher Work Sample that will be created during student teaching. Students will engage in self-evaluation to develop their own professional growth plans for inclusion in their portfolios. The character qualifications for becoming a teacher will be assessed through a personal interview, using letters of character reference, and a written reflective paper on the desire and reasons for joining the profession.</td>
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<tr>
<td>EDU 430</td>
<td>IMPLEMENTING THE COMMON CORE IN ENGLISH LANGUAGE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on strategies for implementing and assessing Common Core State Standards in English Language Arts in the classroom. Special attention is paid to the anchor standards, determining text complexity, literacy across the genres, integrating technology and differentiating to meet the needs of diverse learners.</td>
</tr>
<tr>
<td>EDU 440</td>
<td>IMPLEMENTING THE COMMON CORE IN MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on strategies for implementing and assessing Common Core State Standards in Mathematics in the classroom. Special attention is paid to standards of mathematical practice, progression of standards, integrating technology and differentiating to meet the needs of diverse learners.</td>
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<tr>
<td>EDU 450</td>
<td>STRATEGIES AND INNOVATION IN STEM</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on strategies for implementing Science, Technology, Engineering, and Mathematics concepts in the educational setting. Learners will explore ways to create innovative learning experiences that incorporate content from these areas. Special attention will be given to the integration of Common Core State Standards, Next Generation Science Standards, and applicable technology standards.</td>
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<td>Course Code</td>
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<td>EDU 500</td>
<td>PROFESSIONAL COMMUNICATIONS</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides new graduate students with an introduction to strategies for academic success within the University of Phoenix adult learning model. Topics include oral and written communication, methods for finding and evaluating course resources, the purpose and use of the electronic portfolio, program standards, critical thinking, and stress and time management.</td>
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<tr>
<td>EDU 521</td>
<td>TECHNOLOGIES FOR ONLINE TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares teachers to effectively use technology and media in online teaching, including course management systems and student information systems. The benefits and challenges of using audio, video, and collaborative technology tools in the virtual classroom will be examined. Particular emphasis will be given to using web-based tools and promoting 21st-Century skills in the online environment. Current and emerging trends in Internet technology will also be addressed. Each participant must have computer and Internet access for this course.</td>
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<tr>
<td>EDU 522</td>
<td>OVERVIEW OF ONLINE TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces participants to the elements of online teaching at the K-12 level. In addition, participants examine a variety of online pedagogical skills and strategies related to teaching and delivering curriculum in the online environment. The national standards and research-supported promising practices for quality online teaching are explored. Copyright and other issues related to academic integrity in the online classroom are also discussed. Each participant must have computer and Internet access for this course.</td>
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<tr>
<td>EDU 524</td>
<td>ORGANIZING AND MANAGING THE ONLINE CLASSROOM</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, participants explore the unique issues of classroom organization, management, and discipline in the K-12 online environment. The issues of online student responsibility, engagement, goal setting, and time management are examined. Communication with students, parents, administration, and other key personnel are discussed. Participants develop and articulate a personal philosophy of online classroom management. Each participant must have computer and Internet access for this course.</td>
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<td>EDU 527</td>
<td>DIFFERENTIATING INSTRUCTION IN THE ONLINE CLASSROOM</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on strategies and techniques for differentiating online instruction to meet the learning needs of diverse students. Particular emphasis is on techniques for working online with at-risk students and students with special needs. Participants develop appropriate assessments and scoring tools to determine individual student achievement and mastery. Each student must have computer and Internet access for this course.</td>
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<tr>
<td>EDU 528</td>
<td>ASSESSMENT IN THE ONLINE CLASSROOM</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares participants to assess online students effectively. Participants explore how to guide instruction using technology-driven data. Emphasis is placed on examining the validity and reliability of online assessment and learning to assess online teaching. Each participant must have a computer and Internet access for the course.</td>
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<tr>
<td>EDU 529</td>
<td>COACHING AND MENTORING FOR ONLINE TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares participants to coach, support, and mentor online teachers. Participants examine training programs and professional development for novice and veteran teachers. Participants also learn methods to evaluate the effectiveness of online teachers and strategies to support collaboration. Each participant must have computer and Internet access for the course.</td>
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<tr>
<td>EDU 536</td>
<td>DIGITAL CITIZENSHIP FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>The primary focus of this course is exploring the foundations and elements of digital citizenship. Participants examine how to plan and to implement a comprehensive digital citizenship program, including lesson planning and modeling digital citizenship behaviors for students. Discovering how digital citizenship extends beyond the classroom is also emphasized.</td>
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<tr>
<td>EDU 537</td>
<td>ORGANIZATIONAL COMMUNICATION FOR ADULT ED. AND TRAINING</td>
<td>3</td>
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<td>In this course, learners apply written and oral communication principles to their roles as trainers and adult educators. Learners demonstrate how to persuade a variety of stakeholders through applicable communication channels. Learners examine the role of perception, techniques, and business justifications related to effective communication. The course includes topics about oral and written communication, interpersonal and intercultural communication, and tools for collaborative learning.</td>
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<tr>
<td>EDU 538</td>
<td>CYBERETHICS FOR EDUCATORS</td>
<td>3</td>
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<td>In this course, participants study the risk factors for digital and ethical misconduct both inside and outside the classroom. Participants develop a better understanding of the role that technology plays in creating and heightening ethical dilemmas. The course provides participants with the tools to assess their personal risk for ethical misconduct and best practices for minimizing the likelihood of such misconduct.</td>
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<tr>
<td>EDU 539</td>
<td>K-12 CYBERTRAPS: STRATEGIES FOR TEACHING DIGITAL CITIZENSHIP</td>
<td>3</td>
<td></td>
<td>In this course, participants gain an understanding of the ways in which students are using technology today and the legal and professional risks that can arise from such use. Participants develop instructional strategies, curricular materials, and projects to guide student learning on issues of online behavior and digital citizenship. The course emphasizes the interplay between law and technology, and underscores the potential for students to become unwitting perpetrators. Strategies for minimizing the risk of student misconduct and educating parents are also covered.</td>
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<tr>
<td>EDU 545</td>
<td>FOUNDATIONS OF ONLINE TEACHING</td>
<td>3</td>
<td></td>
<td>This course introduces participants to the elements of online teaching at the K-12 level. Participants examine a variety of online instructional skills and strategies related to teaching and delivering curriculum in the online environment. Participants collaborate with others and authentically integrate technology tools, as well as mobile learning technologies. Classroom management, engagement, time management, and assessment strategies are also discussed. Additionally, participants explore the International Association for K-12 Online Learning (iNACOL) standards, as well as copyright, FERPA, and other issues related to academic integrity in the online classroom. Each participant must have computer and Internet access for this course.</td>
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<td>Course Code</td>
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<td>EDU 701</td>
<td>ACADEMIC AFFAIRS ADMINISTRATION</td>
<td>3</td>
<td>This course introduces and examines the major functions traditionally housed in the academic wing of a given institution. Specifically, the following faculty roles and responsibilities will be addressed: those in institutional governance, those in curriculum development and design, those in curriculum delivery, those in student recruitment and retention, and those in institutional advancement. Delivery methods; relationship between curriculum and finances (subsidizing); selection, development, termination of programs; responsiveness to the marketplace; using data to make curricular decisions; Student learning outcomes (balancing with budgetary constraints); politics and curriculum.</td>
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<tr>
<td>EDU 702</td>
<td>HISTORY OF EDUCATION IN THE AMERICAS</td>
<td>3</td>
<td>An in-depth analysis of the development of education in Canada, Central America, South American nations, and the United States will form the basis of this course. Topics will include indigenous educational perspectives, the development of education (K-post-secondary), major forces affecting educational development at all levels, and the political, social, economic, and cultural contexts of educational development. Public and private endeavors in education through the 20th century will be presented.</td>
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<tr>
<td>EDU 703</td>
<td>STUDENT AFFAIRS ADMINISTRATION</td>
<td>3</td>
<td>This course will explore the history, philosophy, and purposes of student affairs administration, examining both its theoretical and practical foundations. Students will investigate issues and problems currently facing student affairs administration in the ever-changing educational climate and focus on the future of the profession.</td>
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<tr>
<td>EDU 704</td>
<td>UNDERSTANDING THE INFRASTRUCTURE OF HIGHER EDUCATION</td>
<td>3</td>
<td>This course will examine the evolution of the Higher Education Academy from an organizational, political, philosophical, cultural, economic, and policy-oriented point of view. Students will become familiar with the campus culture through the evolution of various campus models that impact how departments function on-campus and work collaboratively to support the institution's mission and educate students.</td>
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<td>EDU 705</td>
<td>THE INCLUSIVE CAMPUS: ADDRESSING DIFFERING STUDENT NEEDS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will provide an overview of the various physical, mental, social, cultural, and economic factors that contribute to the uniqueness of students with individual differing abilities as related to campus culture and climate. Drawing from current topics and research in higher education administration, the behavior of and trends related to the needs of this student population will be examined.</td>
</tr>
<tr>
<td>EDU 706</td>
<td>COMPARATIVE MODELS OF HIGHER EDUCATION ADMINISTRATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will present a comparative perspective of educational systems that exist in today's world. Introducing the relationship between culture and education, the course will present a brief historical analysis of the social, political, economic, and development antecedents to educational systems. Cross-national comparative analysis, educational borrowing and transfer, and current trends and transfer in the British, French, German, Russian, U.S., and hybrid systems that serve as the basic models for higher education throughout the world. In the culmination of this course, learners will investigate the trends in unifying systems into a global synthesis of higher education. China and Eastern philosophy.</td>
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<tr>
<td>EDU 709</td>
<td>THE COMMUNITY COLLEGE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, learners study the contexts, systems, and purposes of the community college within the higher education environment.</td>
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<tr>
<td>EDU 711</td>
<td>CORE FUNCTIONS OF HIGHER EDUCATION ADMINISTRATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course examines the major features of the three core functional areas of modern higher education. The course focuses on the administration of higher education institutions and includes the 1) student experience, including student development and learning; 2) faculty and staff issues, including RPT (retention, promotion, and tenure), faculty and staff development, curriculum, governance; and 3) infrastructure concerns, including planning, technology, and facilities.</td>
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<td>EDU 712</td>
<td>HISTORY OF EDUCATION</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>This course will present the learner with a comprehensive survey of the purposes and educational developments from ancient civilizations in Africa (Egypt, Babylonia, Assyria, Persia), Asia (China, Indus Valley), Greece, and Rome through the 20th century. Hindu, Jewish, Muslim, Christian, and Buddhist traditions, Zhou Dynasty, Medieval Renaissance Reformation, Enlightenment, Industrial, and Post-Industrial educational developments will be studied as a prelude to investigating comparative educational systems.</td>
</tr>
<tr>
<td>EDU 724</td>
<td>STUDENT DEVELOPMENT THEORY</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>This course will foster an enhanced understanding of college students through an examination of the psychosocial, cultural, cognitive-structural, and identity theories related to college student development. Application and use of theory to everyday practice and a diverse population of students in higher education will be discussed.</td>
</tr>
<tr>
<td>EDU 732</td>
<td>PLANNING, EVALUATION, &amp; ASSESSMENT IN HIGHER EDUCATION ADMIN</td>
<td>School of Advanced Studies</td>
<td>3</td>
<td>This course will explore various concepts, theories, and methodologies underlying program planning, development, and assessment. Focusing on higher education administration, course content will address issues of purpose, goals, activities, outcomes, and evaluation in a variety of higher educational endeavors. Campus and off-campus program development, including feasibility, financial planning, staffing, and report management will provide knowledge and skills to effectively undertake campus initiatives.</td>
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<tr>
<td>EED 400</td>
<td>ASSESSMENT IN ELEMENTARY EDUCATION</td>
<td>College of Education</td>
<td>3</td>
<td>This course identifies what assessment is and how formative and summative assessments are used in the classroom. The course will include construction of objective and performance assessments, topics on reliability and validity, understanding the uses of standardized assessments, and the framework of assessment.</td>
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<td>EED 416</td>
<td>ELEMENTARY METHODS: MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on methodology and assessment strategies that enhance learning in mathematics. Integration of content, and instructional strategies, as well as curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of mathematics, along with current research on mathematics pedagogy, are explored. Students evaluate and use instructional methods, curricular materials and resources, and appropriate assessment strategies. Special attention is given to the use of manipulatives in math instruction and to developing students' problem-solving skills.</td>
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<tr>
<td>EED 420</td>
<td>ELEMENTARY METHODS - SCIENCE</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on methodology and assessment strategies that enhance learning in science. Integrated content, interdisciplinary teaching, classroom management, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of science, along with current research on pedagogy, are explored. This course also provides students with an opportunity to develop the ability to evaluate and to use instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
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<tr>
<td>EED 425</td>
<td>ELEMENTARY METHODS-HEALTH PE</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the physical education and health state and national standards and provides a context for how these are addressed in elementary schools and classrooms. Instructional approaches for the integration of physical education and health with other content areas are explored.</td>
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<tr>
<td>EED 430</td>
<td>ELEMENTARY METHODS - SOCIAL STUDIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course defines and provides a context for teaching and assessing students in the areas of social science based on scope, sequence, and national and state standards. Instructional approaches for the content area within the framework of an integrated curriculum are explored, including the use of critical thinking skills and study skills. Students develop a variety of data collection tools designed to assess student learning.</td>
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<td>EED 435</td>
<td>ELEMENTARY METHODS - FINE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course defines and provides a context for teaching and assessing students in the area of fine arts based on scope, sequence, and national and state standards. An emphasis is placed on integrating art across the curriculum.</td>
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<tr>
<td>EED 436CA</td>
<td>ELEMENTARY METHODS: SOCIAL SCIENCE AND FINE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on methodology and assessment strategies that enhance learning in social science and fine arts. Integrated content, interdisciplinary teaching, classroom management, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of social science and fine arts, along with current research on pedagogy, are explored. This course also provides students with an opportunity to develop the ability to evaluate and to use instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
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<tr>
<td>EED 438CA</td>
<td>ELEMENTARY METHODS: MATHEMATICS AND SCIENCE</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on methodology and assessment strategies that enhance learning in mathematics and science. Integrated content, interdisciplinary teaching, classroom management, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of mathematics and science along with current research on pedagogy, are explored. This course also provides students with an opportunity to develop the ability to evaluate and to use instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
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<tr>
<td>EED 444</td>
<td>ELEMENTARY METHODS - INTEGRATION OF HAWAIIAN STUDIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the pedagogy and assessment strategies that enhance student learning of Hawaiian studies. Instructional approaches for the Hawaiian Studies content area within the framework of an integrated curriculum are explored, including the use of critical thinking and study skills. Methods for integrating Hawaiian history, cultural values, and Hawaiian heritage are emphasized. This course provides students with an opportunity to develop the ability to create performance-based activities and assessments, culturally-sensitive instructional methods, curricular materials and resources, and appropriate assessment strategies. Students develop a variety of data-collection tools designed to assess student learning.</td>
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<td>EED 488</td>
<td>This course emphasizes the practical application of educational theories and methods. Participants will focus on the following topics: requirements and expectations for student teaching and teacher performance assessment, the school culture, planning instruction, and teaching planned lessons. The course provides a forum for open discussion and problem solving based on student teaching classroom experiences. Finally, learners will familiarize and prepare Task 1 and 2 of the teacher performance assessment.</td>
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<tr>
<td>EED 489</td>
<td>This course will focus on the design and implementation of the teacher performance assessment. It also provides students practical guidance in securing a teaching position. There is a strong emphasis on assessment, the learning environment, and the first year of teaching. This seminar also provides a forum for open discussion and problem-solving based on student teaching classroom experiences.</td>
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<tr>
<td>EED 496</td>
<td>This course emphasizes the practical application of educational theories and methods. Participants will focus on the following topics: requirements and expectations for student teaching and teacher performance assessment, the school culture, planning instruction, and teaching planned lessons. The course provides a forum for open discussion and problem solving based on student teaching classroom experiences. Finally, learners will prepare and submit Task 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>EED 498</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>EED 498CA</td>
<td>ELEMENTARY STUDENT TEACHING, SEMINAR I</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the learning environment, designing and implementing assessments in preparation for the CalTPA Task Three: Assessing Learning Task, and developing as a professional educator. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences and the ability to use and apply the Teaching Performance Expectations.</td>
</tr>
<tr>
<td>EED 499</td>
<td>ELEMENTARY STUDENT TEACHING, SEMINAR II</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>EED 499CA</td>
<td>ELEMENTARY STUDENT TEACHING: SEMINAR II</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the elements of the CalTPA Task Four: Culminating Teaching Experience Task. The course explores the following topics: school culture and diversity, pedagogical assignments and tasks, self-reflection, and preparation to serve as a beginning teacher in an induction program. It also provides practical guidance in seeking a teaching position. This course will serve as a forum for open discussion and problem solving based on student teaching classroom experiences and their ability to use and apply the full-range of Teaching Performance Expectations.</td>
</tr>
<tr>
<td>EED 527</td>
<td>BRAIN BASICS CONVENTION</td>
<td>1</td>
<td>College of Education</td>
<td>The purpose of this course is to present the latest brain research in a format which allows for the application of the research. The course will provide the support for the use of movement and activities to increase academic achievement and positive affect on standardized test scores. Students will learn to integrate movement into all content and enhance physiological realities to improve learning, memory, attention span, and attitudes in every classroom at every grade level. This course will offer scientifically researched methods to reduce violence and aggression while improving academic performance.</td>
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<td>Course Code</td>
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<tr>
<td>EED 529</td>
<td>BRAIN BASICS CONVENTION II</td>
<td>2</td>
<td>College of Education</td>
<td>The purpose of this course is to present the latest brain research in a format which allows for the application of the research. The course will provide the support for the use of movement and activities to increase academic achievement and positive affect on standardized test scores. Students will learn to integrate movement into all content and enhance physiological realities to improve learning, memory, attention span, and attitudes in every classroom at every grade level. This course will offer scientifically researched methods to reduce violence and aggression while improving academic performance.</td>
</tr>
<tr>
<td>ELD 502</td>
<td>FOUNDATIONS OF INSTRUCTION FOR ENGLISH LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces students to the principles of teaching English Learners. It addresses effective collaboration among English Learners, their families, paraprofessionals, and the community to improve learning. Effective instructional techniques, methodologies, resources, and cultural awareness are also explored.</td>
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<tr>
<td>ELD 504</td>
<td>ASSESSMENT OF ENGLISH LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course discusses standardized and authentic assessments and assessment strategies in the areas of literacy and biliteracy development of English Learners. Issues associated with the interdependent relationship between teaching and assessment are addressed in addition to effective parental and or community involvement in literacy development.</td>
</tr>
<tr>
<td>ELD 506</td>
<td>UNDERSTANDING LANGUAGE ACQUISITION AND COGNITION</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines language structure and use, second language acquisition theories, and the nature of cognitive and affective language development to assist the teacher of the English Learner. The course provides the basis for effective instructional strategies including methods, techniques, and materials to be used with linguistically diverse students. It also examines the critical elements of learning issues associated with linguistically diverse students, including the learning styles and interconnected variables that interact in second language learning and thought processes.</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ELD 535</td>
<td>TEACHING READING AND WRITING TO ENGLISH LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines literacy issues related to the acquisition of English and the use of home language by English Learners (EL) in all second language programs. It also presents processes and strategies to enhance the biliteracy skills of English Learners.</td>
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<tr>
<td>ELEC 507</td>
<td>ELECTIVE FOR MAED AE</td>
<td>3</td>
<td>College of Education</td>
<td>ELEC for MAED AE</td>
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<tr>
<td>ELEC 710</td>
<td>PHD HEA ELECTIVE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Elective courses for the Online Extended Studies in the PhD HEA 001 program</td>
</tr>
<tr>
<td>ELEC 711</td>
<td>PHD HEA ELECTIVE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Elective courses for the Online Extended Studies in the PhD HEA 001 program</td>
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<td>Course Code</td>
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<td>ELEC 712</td>
<td>PHD HEA ELECTIVE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Elective courses for the Online Extended Studies in the PhD HEA 001 program</td>
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<tr>
<td>ELEC 713</td>
<td>PHD I O ELECTIVE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Elective course for PHD I O program: PSYCH 780 or PSYCH 790</td>
</tr>
<tr>
<td>ELEC 714</td>
<td>DHA ELECTIVE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Placeholder for elective courses in the DHA program.</td>
</tr>
<tr>
<td>ELEC 723</td>
<td>DOCTORAL EXTENSION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Doctoral Extension</td>
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<td>Course Code</td>
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<td>ELEC 725</td>
<td>DOCTORAL EXTENSION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Doctoral Extension</td>
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<tr>
<td>ELL 300</td>
<td>INSTRUCTIONAL METHODS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on instruction for English Language Learners (ELLs). It emphasizes knowledge of and sensitivity to the history and to the culture of other languages and ethnic groups, as well as to multiethnic curriculum and instruction. It provides strategies for effective instruction, including standards-based lesson planning and implementation models, and assessment of linguistically diverse K-12 students. In addition, the course addresses ways in which a learner-centered approach to teaching can provide English Language Learners with a greater opportunity to interact meaningfully with educational materials as they learn subject matter and acquire English.</td>
</tr>
<tr>
<td>ELL 500</td>
<td>INSTRUCTIONAL METHODS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on instruction for English Language Learners (ELLs). It emphasizes knowledge of and sensitivity to the history and to the culture of other languages and ethnic groups, as well as to multiethnic curriculum and instruction. It provides strategies for effective instruction, including standards-based lesson planning and implementation models, and assessment of linguistically diverse K-12 students. In addition, the course addresses ways in which a learner-centered approach to teaching can provide ELLs with a greater opportunity to interact meaningfully with educational materials as they learn subject matter and acquire English.</td>
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<tr>
<td>ELM 519</td>
<td>ELEMENTARY STUDENT TEACHING PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods including classroom management, grading, and strategies to increase parent communication and or family and community involvement. In addition, students will receive practical guidance in securing a teaching position, time management, and developing and maintaining relationships with colleagues and parents. This seminar also provides a forum for open discussion and problem solving based on classroom experiences.</td>
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<td>Course Code</td>
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<td>ELM 520</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
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<td>College of Education</td>
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<td>This course will focus on the design and</td>
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<td>implementation of the Teacher Work Sample.</td>
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<td>It also provides students practical guidance</td>
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<td>in securing a teaching position. Students</td>
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<td>will examine resumes and cover letters,</td>
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<td>teaching applications, and interview</td>
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<td>strategies. Assistance in preparing an</td>
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<td>employment portfolio will be provided. This</td>
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<td>seminar also provides a forum for open</td>
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<td>discussion and problem-solving based on</td>
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<td>student teaching classroom experiences.</td>
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<td>ELM 523CA</td>
<td>ELEMENTARY STUDENT TEACHING PART A</td>
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<td>College of Education</td>
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<td>This course emphasizes the practical</td>
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<td>application of educational theories and</td>
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<td>methods. The course will focus on the</td>
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<td>preparation for the CalTPA Task Three:</td>
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<td>Assessing Learning Task, and developing as a</td>
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<td>professional educator. The course also</td>
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<td>problem solving based on student teaching</td>
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<td>classroom experiences and the ability to</td>
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<td>use and apply the Teaching Performance</td>
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<td>ELM 524CA</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
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<td>College of Education</td>
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<td>This course will focus on the elements of the</td>
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<td>CalTPA Task Four: Culminating Teaching</td>
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<td>Experience Task. The course explores the</td>
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<td>following topics: school culture and diversity</td>
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<td>pedagogical assignments and tasks, self</td>
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<td>reflection, and preparation to serve as a</td>
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<td>beginning teacher in an induction program. It</td>
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<td>also provides practical guidance in seeking a</td>
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<td>teaching position. This course will serve as</td>
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<td>a forum for open discussion and problem solving</td>
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<td>based on student teaching classroom</td>
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<td>experiences and their ability to use and</td>
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<td>apply the full-range of Teaching Performance</td>
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<td>ELM 525</td>
<td>ELEMENTARY STUDENT TEACHING</td>
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<td>College of Education</td>
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<td>implementing assessments, instructional</td>
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<td>decision making, analyzing learning results,</td>
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<td>reflection and self-evaluation, and</td>
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<td>planning, preparing, and implementing the</td>
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<td>Teacher Work Sample. It also provides students</td>
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<td>practical guidance in securing a teaching</td>
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<td>position. Students will examine resumes and</td>
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<td>cover letters, teaching applications, and</td>
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<td>interview strategies. Assistance in preparing</td>
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<td>an employment portfolio will be provided. The</td>
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<td>course also provides a forum for open</td>
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<td>discussion and problem solving based on</td>
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<td>student teaching classroom experiences.</td>
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<td>Course Code</td>
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<td>ELM 545</td>
<td>ELEMENTARY STUDENT TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, instructional design, implementing assessments, instructional decision-making, analyzing learning results, reflection and self-evaluation, and planning, preparing, and implementing the teacher performance assessment. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ELM 585</td>
<td>ELEMENTARY STUDENT TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, instructional design, implementing assessments, instructional decision-making, analyzing learning results, reflection and self-evaluation, and planning, preparing, and implementing the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ELM 590</td>
<td>ELEMENTARY STUDENT TEACHING PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the learning environment, designing and implementing assessments in preparation for the CalTPA Task Three: Assessing Learning Task, and developing as a professional educator. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences and the ability to use and apply the Teaching Performance Expectations.</td>
</tr>
<tr>
<td>ELM 591</td>
<td>ELEMENTARY STUDENT TEACHING SEMINAR II</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>College</td>
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<tr>
<td>ELM 593</td>
<td>ELEMENTARY STUDENT TEACHING SEMINAR III</td>
<td>3</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ELM 595</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the elements of the CalTPA Task Four: Culminating Teaching Experience Task. The course explores the following topics: school culture and diversity, pedagogical assignments and tasks, self-reflection, and preparation to serve as a beginning teacher in an induction program. It also provides practical guidance in seeking a teaching position. This course will serve as a forum for open discussion and problem solving based on student teaching classroom experiences and their ability to use and apply the full-range of Teaching Performance Expectations.</td>
</tr>
<tr>
<td>ELM 598</td>
<td>ELEMENTARY STUDENT TEACHING PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods including classroom management, grading, and strategies to increase parent communication and or family and community involvement. In addition, students will receive practical guidance in securing a teaching position, time management, and developing and maintaining relationships with colleagues and parents. This seminar also provides a forum for open discussion and problem solving based on classroom experiences.</td>
</tr>
<tr>
<td>ELM 599</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on student teaching classroom experiences.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Business</td>
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<td>EM 555</td>
<td>ENERGY SECTOR MANAGEMENT</td>
<td>3</td>
<td>Business School</td>
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<td>This course integrates energy technology and management opportunities in the energy sector. Students will apply knowledge of the energy sector value change to identify a business opportunity. Other topics include renewable and non-renewable energy sources, science of energy, communications, energy sector terminology, corporate social responsibility, ethics, and negotiation.</td>
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<td>EM 565</td>
<td>FINANCIAL MANAGEMENT IN THE ENERGY SECTOR</td>
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<td>Business School</td>
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<td>This course applies corporate finance concepts to make management decisions in the energy sector. Students analyze the financial merit of opportunities in renewable and non-renewable energy sources. Other topics include cash flows, business valuation, working capital, capital budgets, government sources, long-term financing, risk analysis and management, and financial planning.</td>
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<tr>
<td>EM 575</td>
<td>ENERGY ECONOMICS</td>
<td>3</td>
<td>Business School</td>
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<td>This course applies economic concepts to make management decisions in the energy sector. Students apply concepts of supply and demand to create an economic model of a sub sector of the energy industry. Other topics include scarce resources, opportunity costs, profit maximization, market structure, macroeconomic measurement, money, trade, foreign exchange, regulatory issues, and economic analysis.</td>
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<tr>
<td>EM 585</td>
<td>MARKETING ENERGY</td>
<td>3</td>
<td>Business School</td>
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<td>This course prepares students to apply marketing concepts to affect public perception of energy alternatives. Students learn to solve marketing problems in a collaborative environment. Topics include market research, customer relationships, branding, market segmentation, product development, pricing, channels, communications, public relations, and policy formulation.</td>
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<td>Course Code</td>
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<td>EM 595</td>
<td>STRATEGIC PLANNING AND IMPLEMENTATION FOR THE ENERGY SECTOR</td>
<td>3</td>
<td>School of Business</td>
<td>This capstone course integrates concepts from all prior courses in the program and the energy management concentration. Students apply the concepts of strategic planning and implementation to create sustainable competitive advantage in an energy organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation, evaluation, risk management, interdependent organizational relationships, technology adoption, and scenario planning.</td>
</tr>
<tr>
<td>EMC 310</td>
<td>PRINCIPLES OF EMERGENCY MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will explore the history and evolution of emergency management as well as roles of local, state, regional and national agencies. Topics include roles and organizations comprising emergency management, leadership concepts, and technology and communication challenges.</td>
</tr>
<tr>
<td>EMC 320</td>
<td>EMERGENCY PREPAREDNESS AND PLANNING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the preparation and planning process for emergency and crisis situations from geographical, national and local levels. Topics will include concepts of response and preparedness, recovery and mitigation strategies, hazard analysis, vulnerability assessment, exposure pathways and response capability assessment.</td>
</tr>
<tr>
<td>EMC 330</td>
<td>POLITICAL AND POLICY ISSUES FOR EMERGENCY MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the political and policy environment which affects emergency management. The course is intended to help emergency managers develop an understanding of local, state, and federal policies are developed and maintained. In addition, legal issues involving state and Federal law effecting emergency operations will be studied.</td>
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<td>Course Code</td>
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<tr>
<td>EMC 340</td>
<td>EMERGENCY SERVICES AND THE COMMUNITY</td>
<td>3</td>
<td>College of Health Sciences and</td>
<td>This course will look at the social dimensions of community responses to disaster related issues. Emphasis will be placed on examining effective community outreach and preparation programs as well as distribution mechanisms for public information. In addition, students will assess demographic implications and their impact on emergency prevention activities and services.</td>
</tr>
<tr>
<td>EMC 350</td>
<td>MANAGING EMERGENCY RESPONSE OPERATIONS</td>
<td>3</td>
<td>College of Health Sciences and</td>
<td>This course focuses on the principles and practices that promote effective disaster response operations in emergency management. Students will examine the roles and responsibilities of the participants in a crisis event, and identify possible problems associated with response operations such as inadequate preparedness measures, safety and site security, and communication. In addition, impact of disaster on response organization and personnel will be discussed.</td>
</tr>
<tr>
<td>ENG 101</td>
<td>EFFECTIVE ESSAY WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students develop academic writing skills. The emphasis is on coherence and correctness in written communication as students use the writing process to craft an expository essay. Students also conduct basic research for the expository essay. Selected readings provide the basis for discussion regarding the difference between fact and opinion. Grammar exercises focus on verb tense, subject-verb and pronoun-antecedent agreement, and pronoun case.</td>
</tr>
<tr>
<td>ENG 102</td>
<td>RESEARCH WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students focus on gathering research, evaluating and documenting sources, and developing a major research paper. Selected readings prompt discussion regarding bias, rhetorical devices, arguments, and counterarguments. Grammar exercises address commonly confused words, modifiers, parallel structure, and sentence variety.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>College of Humanities and Sciences</td>
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<tr>
<td>ENG 106</td>
<td>SURVEY OF LITERARY MASTERPIECES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with a survey of literary masterpieces across the ages. Students will gain insight into writing and culture from the content of this course. Topics include Shakespeare, Homer, Dante, Milton, Machiavelli, and Joyce, among other literary authors.</td>
</tr>
<tr>
<td>ENG 125</td>
<td>LITERATURE IN SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces themes in literature and provides guided study and practice in reflecting on themes which describe the human experience across cultural and societal boundaries. The course includes readings from literature in different genres and cultures. Students will study the literature in thematic units and be asked to make connections to their own lives and cultures.</td>
</tr>
<tr>
<td>ENG 135</td>
<td>ESSENTIALS OF CONTEMPORARY COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course covers the skills necessary for effective written and oral communication in the work environment and in modern society. The course reviews basic communication theories and discusses the fundamentals of interpersonal, written, and oral communication skills. This course emphasizes applying these theories and skills to group processes and professional situations.</td>
</tr>
<tr>
<td>ENG 147</td>
<td>UNIVERSITY WRITING ESSENTIALS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a course in developing foundational skills necessary for effective and appropriate academic writing. This course reviews the fundamentals of grammar, writing mechanics, style, and proper documentation of sources.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Humanities and Sciences</td>
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<tr>
<td>ENG 147OP</td>
<td>UNIVERSITY WRITING ESSENTIALS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a course in developing foundational skills necessary for effective and appropriate academic writing. This course reviews the fundamentals of grammar, writing mechanics, style, and proper documentation of sources.</td>
</tr>
<tr>
<td>ENG 157</td>
<td>MULTICULTURAL LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with an introduction to multicultural literature. Emphasis is placed on increasing students' awareness and understanding of the values, beliefs, and experiences of people from different cultures through literature.</td>
</tr>
<tr>
<td>ENG 211</td>
<td>WORLD LITERATURE SURVEY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This class provides a survey of selected world literature across time, civilizations, and genres. Students will engage classics and lesser known works by authors from around the world to explore cultural themes and written human expression.</td>
</tr>
<tr>
<td>ENG 215</td>
<td>EFFECTIVE ACADEMIC WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course develops skills used in writing applied research papers for a university-level audience. Students will explore topics such as effective persuasion, rhetorical concepts, and argument analysis. This course may also review elements of grammar, mechanics, style, and proper documentation of sources.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>ENG 215CA</td>
<td>EFFECTIVE ACADEMIC WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course develops the skills used in writing applied research papers for a university-level audience. Students will write a variety of papers, including position papers, persuasive essays, and case study analyses. Students will study classical rhetorical concepts of authority and argument analysis, and will evaluate outside sources for objectivity and utility in constructing persuasive arguments. Students practice giving peer feedback and revising essays in response to feedback. The course reviews the elements of grammar, mechanics, style, and proper documentation of outside sources.</td>
</tr>
<tr>
<td>ENG 220</td>
<td>UNIVERSITY ACADEMIC WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a foundational course in developing the skills necessary for effective and appropriate academic writing. This course reviews the elements of grammar, mechanics, style and proper documentation of outside sources.</td>
</tr>
<tr>
<td>ENG 222</td>
<td>INTRODUCTION TO TECHNICAL WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a foundational course designed to introduce students to technical writing fundamentals and the technical writing career field. Topics include what technical writing is and how technical writing differs from other types of writing, technical writing best practices, and the career opportunities in the technical writing field.</td>
</tr>
<tr>
<td>ENG 223</td>
<td>WORKPLACE WRITING ESSENTIALS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course covers effective writing as an essential function of workplace communication. Emphasis is placed on understanding and applying effective writing skills to achieve clear writing in the workplace through letters, memos, E-mail, resumes, and reports.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Humanities and Sciences</td>
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<tr>
<td>ENG 230</td>
<td>MECHANICS OF WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the mechanics of American English grammar as it applies to academic reading and writing.</td>
</tr>
<tr>
<td>ENG 235</td>
<td>LINGUISTICS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an introduction to major areas in linguistic study.</td>
</tr>
<tr>
<td>ENG 240</td>
<td>INTRODUCTION TO CREATIVE WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides a foundation in writing creative fiction and nonfiction works. Students will be expected to produce original creative writings.</td>
</tr>
<tr>
<td>ENG 250</td>
<td>HISTORY OF THE ENGLISH LANGUAGE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a history of the English Language from its roots to Modern Standard English.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>ENG 260</td>
<td>FOLKLORE AND FAIRYTALES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the genre of folklore and fairytales and their role as cultural literary artifacts. Students will examine the construction, shaping and use of folklore and fairytales in society.</td>
</tr>
<tr>
<td>ENG 265</td>
<td>THE SHORT STORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the short story through notable works and writers.</td>
</tr>
<tr>
<td>ENG 270</td>
<td>LITERARY INTERPRETATION AND ANALYSIS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a foundational course in developing the skills necessary for effective and appropriate academic writing. This course reviews the elements of grammar, mechanics, style and proper documentation of outside sources.</td>
</tr>
<tr>
<td>ENG 280</td>
<td>RHETORIC AND CRITICAL THINKING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to rhetoric and critical thinking. Students will apply both formal logic and rhetorical principles to the study and practice of argument and persuasion.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College</td>
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<tr>
<td>ENG 295</td>
<td>CHILDREN'S LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines literature for children. Through an overview of a variety of genres and topics, students will develop an understanding of literature for young readers.</td>
</tr>
<tr>
<td>ENG 301</td>
<td>AMERICAN ETHNIC LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey the literature of the major ethnic groups in the United States (African Americans, Native Americans, Hispanics Latinos, and Asian Americans) as a means to explore ethnic diversity and minority voices. Focusing on contemporary relevance, a wide range of representative literary works and authors will be discussed in their historical, socio-political, and cultural contexts with special consideration of characteristic literary themes and techniques.</td>
</tr>
<tr>
<td>ENG 302</td>
<td>20TH CENTURY AMERICAN LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey major authors, ideologies, and historical contexts of English literature from the 20th century. A diverse range of works, genres, movements, and cultural narratives will be used to explore how cultural pluralism helped shape and reflect the evolution of American thought.</td>
</tr>
<tr>
<td>ENG 306</td>
<td>POETRY AND SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys major poetry from a historical and contemporary perspective. Students will analyze and interpret poetry and apply it to modern-day society.</td>
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<td>Course Code</td>
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<td>Units</td>
<td>College of Humanities and Sciences</td>
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<td>ENG 313</td>
<td>WRITING PROPOSALS</td>
<td>1</td>
<td>College of Humanities and Sciences</td>
<td>This is a one credit course that introduces students to approaches for developing winning proposals. This course may focus on proposal development processes rather than writing and technical issues.</td>
</tr>
<tr>
<td>ENG 340</td>
<td>CREATIVE WRITING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to creative writing in various genres. The purpose of this course is to develop and expand students' imaginative writing processes and to develop and expand their understanding of the human experience through creative writing. This would include identifying elements of writing and developing skills and techniques for creative writing in poetry, fiction, and nonfiction writings.</td>
</tr>
<tr>
<td>ENG 380</td>
<td>APPLIED LINGUISTICS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the nature of language and the way in which language is acquired and used in society. It also addresses grammatical aspects of language such as syntax, semantics, and pragmatics and changes in language over time. Stages of language acquisition and bilingual development will also be discussed.</td>
</tr>
<tr>
<td>ENG 437</td>
<td>LITERARY GENRES ACROSS CULTURES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces literary genres that reflect the human experience across cultures. Past and present voices from the literature of majority and minority writers, as expressed in fiction, poetry, drama, and nonfiction, are surveyed. Students analyze literal and symbolic meanings in texts, and examine the elements and conventions of each literary genre. Students think critically, recognize instances of stereotyping and make connections between the literature and their lives.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College</td>
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<tr>
<td>ENG 437CA</td>
<td>LITERARY GENRES ACROSS CULTURES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces literary genres that reflect the human experience across cultures. Past and present voices from the literature of majority and minority writers, as expressed in fiction, poetry, drama, and nonfiction, are surveyed. Students analyze literal and symbolic meanings in texts, and examine the elements and conventions of each literary genre. Students think critically, recognize instances of stereotyping, and make connections between the literature and their lives.</td>
</tr>
<tr>
<td>ENG 480</td>
<td>APPLIED RHETORIC</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is the capstone course for English majors. Through applied rhetoric, students will apply various concepts to their own studies and writing, and to written works from multiple genres and disciplines.</td>
</tr>
<tr>
<td>ENG 491</td>
<td>AMERICAN LITERATURE TO 1860</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey major authors, ideologies, and historical contexts of American literature from colonial times until the Civil War era. A diverse range of works, genres, movements, and cultural narratives will be explored. Accounts of early explorers, Puritan sermons, American Indian mythology, slave narratives, political and social writings, and poetry will be read and discussed.</td>
</tr>
<tr>
<td>ENG 492</td>
<td>AMERICAN LITERATURE SINCE 1860</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey the writings of 150 years in the historical and cultural context of America. The influence of vast social, political, and philosophical changes in America on literary works will be explored. The major literary movements, works, and authors of four distinct time periods will be read and discussed: the late 19th century, the early 20th century, the late 20th century, and the 21st century.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Humanities and Sciences</td>
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<tr>
<td>ENG 492CA</td>
<td>American Literature Since 1860</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey the writings of 150 years in the historical and cultural context of America. The influence of vast social, political, and philosophical changes in America on literary works will be explored. The major literary movements, works, and authors of four distinct time periods will be read and discussed: the late 19th century, the early 20th century, the late 20th century, and the 21st century.</td>
</tr>
<tr>
<td>ENG 493</td>
<td>English Literature to 1800</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey major authors, ideologies, and historical contexts of English literature from medieval times until the 18th century. A diverse range of works, genres, movements, and cultural narratives will be explored.</td>
</tr>
<tr>
<td>ENG 494</td>
<td>English Literature Since 1800</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will survey major authors, ideologies, and historical contexts of English literature from the 19th century to the present. A diverse range of works, genres, movements, and cultural narratives will be explored.</td>
</tr>
<tr>
<td>ENG 495</td>
<td>Advanced Creative Writing</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores advanced literary elements of creative writing, focusing on elements of form and craft. Students will write poems, fictional short stories, and one act plays. In the process, students will re-examine all elements of the writing process to deepen their understanding of each stage of the process including prewriting, drafting, editing, and revising, and students will reflect upon differences among genres. A writers' workshop will be an integral component of this course.</td>
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<td>Course Code</td>
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<td>College/Organization</td>
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<tr>
<td>ENGP 01</td>
<td>ENGLISH COMPOSITION PROFICIENCY COURSE</td>
<td>0</td>
<td>College of Humanities and Sciences</td>
<td>This proficiency exam, which is a zero credit-bearing course, can be used to fulfill the English Composition Proficiency requirement most commonly satisfied by ENG 220, COMM 215 or comparable coursework. To earn a passing grade, a student must receive a score of 60% or better. This is a pass/fail course.</td>
</tr>
<tr>
<td>ENT 527</td>
<td>OPPORTUNITY ASSESSMENT AND INNOVATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course is an introduction to entrepreneurship and the entrepreneurial mindset. This course will provide an overview of the challenges and opportunities of an entrepreneurship, an intrapreneurship, and social entrepreneurship. Students will learn the process of initiating an entrepreneurial venture through the creative pursuit of ideas.</td>
</tr>
<tr>
<td>ENT 586</td>
<td>INFORMATIONAL TECHNOLOGY FOR ENTREPRENEURS AND LEADERS</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on innovative technologies that advance organizational success and sustainability. Students will receive hands-on experience with technology that impacts innovation and performance. The ethical and financial challenges of technology are explored.</td>
</tr>
<tr>
<td>ENT 588</td>
<td>INNOVATION AND DESIGN: CAPSTONE PROJECT</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides a learning environment that reinforces creativity and innovation. Students will examine the core concepts related to innovation and analyze effective strategies for managing start-ups or organizations. Topics will include leading innovation, scaling excellence from innovation, financing innovation, creative problem-solving, and design thinking.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ENT 589</td>
<td>ENTREPRENEURSHIP PROJECT</td>
<td>3</td>
<td>School of Business</td>
<td>This course requires students to synthesize and integrate theory and practice from all prior courses in the program. Student will finalize the core components of their business plan: executive summary, product service design and development, marketing, financial planning, operations, timelines, critical risks, and assumptions.</td>
</tr>
<tr>
<td>ENV 100</td>
<td>PRINCIPLES OF ENVIRONMENTAL SCIENCE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will provide students with the scientific principles, concepts, and methodologies that are required to identify and analyze risks associated with environmental problems, and examine alternative solutions for resolving or preventing these problems.</td>
</tr>
<tr>
<td>ENV 310</td>
<td>ENVIRONMENTAL MANAGEMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines environmental problems from a local, national, and international perspective. Federal legislation will be reviewed on air pollution and water quality. Students will be introduced to control techniques for treating air and water, and the emerging environmental issues such as global climate changes, bioterrorism, organic pollutants, and industrial ecology.</td>
</tr>
<tr>
<td>ENV 315</td>
<td>GLOBAL CHANGE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will examine the impact of human activity on the environment. Students will examine a variety of environmental issues influenced by human activity, including the development and impact of global climate change on Earth.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ENV 320</td>
<td>ENVIRONMENTAL LAW</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the administrative regulations and policies that are requisite to the management of health and safety in the workplace. Federal, state, and local policies will be examined.</td>
</tr>
<tr>
<td>ENV 330</td>
<td>GLOBAL ENVIRONMENTAL HEALTH</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the impact of industrialization and development on the global environment. Students will be provided an overview of scientific and policy issues of global environmental health.</td>
</tr>
<tr>
<td>ENV 340</td>
<td>ENERGY AND THE ENVIRONMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce topics covering a wide variety of alternative energy sources, the need for renewable energy, as well as the problems associated with them. Energy sources will include oil, coal, natural gas, hydroelectric, nuclear, wind, solar, geothermal, tidal, and biofuels.</td>
</tr>
<tr>
<td>ENV 350</td>
<td>WATER AND WASTEWATER TREATMENT TECHNOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce students to water and wastewater treatment technology. Topics will include drinking-water treatment and distribution, wastewater collection and treatment, and water reuse.</td>
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<td>Course Code</td>
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<tr>
<td>ENV 400</td>
<td>WATERSHED HYDROLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce students to the water cycle and freshwater management. Topics will include examination of bodies of water, geology and soil properties, the water cycle, groundwater flow, pollution effects, and government involvement.</td>
</tr>
<tr>
<td>ENV 410</td>
<td>ENVIRONMENTAL TOXICOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The purpose of this course is to provide the fundamental knowledge of the effects of environmental chemicals on living systems, and the toxic responses of the human and plant systems. Students will discuss risk, ethics, and social responsibility with regard to environmental toxicology.</td>
</tr>
<tr>
<td>ENV 420</td>
<td>ENVIRONMENTAL RISK ASSESSMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the basic concepts of human and ecological risk assessment. Students evaluate various components of risk assessment, including human health, environmental, occupational, ecological, and risk management. Significant case studies are used to illustrate the assessment process.</td>
</tr>
<tr>
<td>ENV 430</td>
<td>ENVIRONMENTAL TECHNOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course presents students with the current and emerging technologies that are available for the management of the environment. Environmental factors will be examined for the proper selection and application of these technologies.</td>
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<tr>
<td>Course Code</td>
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<td>College of Humanities and Sciences</td>
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<tr>
<td>ENV 431</td>
<td>PUBLIC POLICY ANALYSIS</td>
<td>College of Humanities and Sciences</td>
<td>This course will examine the fundamentals of public policy analysis to the environment. Student will explore the management of public policy issues related to land use and urbanization, ecosystem preservation, global analysis, and policy making.</td>
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</tr>
<tr>
<td>ESL 300</td>
<td>TEACHING ENGLISH LANGUAGE LEARNERS</td>
<td>College of Education</td>
<td>This course focuses on education for the English Language Learner (ELL). It emphasizes knowledge of and sensitivity to the history and to the culture of other languages and ethnic groups, as well as to multiethnic curriculum and instruction. It provides strategies for effective instruction, including standards-based lesson planning and implementation models, and assessment of linguistically diverse K-12 students. In addition, the course addresses ways in which a learner-centered approach to teaching can provide English Language Learners with a greater opportunity to interact meaningfully with educational materials as they learn subject matter and acquire English.</td>
<td></td>
</tr>
<tr>
<td>ESL 310</td>
<td>WORKPLACE COMMUNICATION FOR ESL LEARNERS</td>
<td>College of Humanities and Sciences</td>
<td>This course familiarizes students with the communication demands of the modern American workplace, including different methods of communication, styles, and vocabulary. The course expands English fluency by focusing on essential grammar and using stimulating listening, speaking, reading, and writing activities that emphasize the language students need in key areas of business. Through simulation and relevant reading and writing activities, students will develop a foundational skill set and demonstrate greater competence in the expectations of the American workplace.</td>
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<tr>
<td>ETH 120</td>
<td>CULTURAL DIVERSITY IN THE UNITED STATES</td>
<td>College of Humanities and Sciences</td>
<td>This course is designed to educate students about issues of race, ethnicity, gender, disability and other diversity issues in the United States.</td>
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<td>Course Code</td>
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<tr>
<td>ETH 125</td>
<td>CULTURAL DIVERSITY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is designed to educate students about issues of race, ethnicity, and gender in the United States by presenting historical and modern perspectives on diversity.</td>
</tr>
<tr>
<td>ETH 316</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides a foundational perspective for ethics and social responsibility in relationship to individuals, organizations, and the community. Emphasis is placed on the inter-related nature of ethics, morality, legal responsibility, and social issues.</td>
</tr>
<tr>
<td>ETH 321</td>
<td>ETHICAL AND LEGAL TOPICS IN BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with an overview of the legal, ethical, and related statutory and regulatory environment in which businesses, organizations, and individuals within them function. After completion of this course, students will be able to understand the general structure of the court systems in the United States, describe the alternative means of resolving disputes and their respective advantages and disadvantages, evaluate the frameworks for regulatory compliance and corporate social responsibility, examine the principle areas of commercial law, and understand the impact of technology on intellectual property rights.</td>
</tr>
<tr>
<td>ETH 557</td>
<td>ACCOUNTING ETHICS</td>
<td>3</td>
<td>School of Business</td>
<td>In this course, students focus on core values of the accounting profession such as ethical reasoning, integrity, objectivity, and independence. Topics include economics, price and consumer behavior, business and accounting issues, ethics and information technology, and professional standards.</td>
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<tr>
<td>EXAM 799</td>
<td>COMPREHENSIVE EXAMINATION</td>
<td>1</td>
<td>School of Advanced Studies</td>
<td>The comprehensive examination is a program requirement for the Doctor of Philosophy degree from University of Phoenix. Examinations are administered online, and a successful grade must be earned for learners to attend the dissertation and elective course work and move to candidacy.</td>
</tr>
<tr>
<td>FIN 200</td>
<td>INTRODUCTION TO FINANCE: HARVESTING THE MONEY TREE</td>
<td>3</td>
<td>School of Business</td>
<td>This course gives students an overview of finance concepts, terminology, and principles. It is an introduction to how finance works with accounting and how it is different from accounting. Topics covered include the role of finance in an organization, careers in finance, and basic financial analysis and planning techniques, cost of producing a product, profit, cash flow, and sources of business financing.</td>
</tr>
<tr>
<td>FIN 366</td>
<td>FINANCIAL INSTITUTIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course will cover financial institutions such as insurance companies, commercial banks, investment banks and savings and loan associations. The risks facing financial institutions and how to measure and manage those risks are analyzed.</td>
</tr>
<tr>
<td>FIN 370</td>
<td>FINANCE FOR BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance.</td>
</tr>
<tr>
<td>FIN 375</td>
<td>FINANCIAL MANAGEMENT IN THE SMALL BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on the role that financial management plays in the development and sustainability of a small business. This course provides a detailed review of forecasting, budgeting, daily cash flow management techniques and monitoring financial performance in small business operations. Specifically, students will address funding, venture capital, and debt management, cash-flow management, financial planning, and capital budgeting.</td>
</tr>
<tr>
<td>FIN 402</td>
<td>INVESTMENT FUNDAMENTALS AND PORTFOLIO MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course covers the theories and practices of investments including financial markets, risk and return, securities, asset allocation and diversification. Students will utilize analytical techniques available in the investment planning and selection process in the environment in which investment decisions are made. Students will apply finance models and investment strategies to analyze and manage investments for various types of organizations.</td>
</tr>
<tr>
<td>FIN 410</td>
<td>WORKING CAPITAL MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course covers the basics of working capital management with emphasis on how firms manage current assets and liabilities to ensure the organization has sufficient cash to pay day-to-day bills and meet short-term obligations. The balance between risk and return is emphasized. Some of the basic techniques of financial forecasting, accounts receivable and inventory management will also be explored.</td>
</tr>
<tr>
<td>FIN 415</td>
<td>CORPORATE RISK MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course will provide students with the elements of corporate risk management in a competitive business environment. Emphasis will be placed upon the identification, measurement, management, and planning aspects of risk management, as well as trends and developments in the business environment. Insurance considerations in corporate risk management will also be addressed. Students will utilize newly acquired knowledge and techniques to develop a corporate risk management plan that will maximize value for the organization and stakeholders.</td>
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<td>Course Code</td>
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<tr>
<td>FIN 419</td>
<td>FINANCE FOR DECISION MAKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course addresses advanced principles in financial management and decision making. Emphasis is placed on providing relevant theory, best practices, and skills to effectively manage risk, time value of money, working capital, capital structure, the regulatory environment, and evolving issues in financial management.</td>
</tr>
<tr>
<td>FIN 420</td>
<td>PERSONAL FINANCIAL PLANNING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an introduction to personal financial planning. Personal financial goals are examined with a focus on investment risk and returns, markets, and analysis tools useful in assessing financial situations.</td>
</tr>
<tr>
<td>FIN 422</td>
<td>RETIREMENT AND BENEFIT PLANNING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with the tools necessary to create a retirement plan. After completion of this course, students will be able to identify the types of retirement plans, understand the implications of federal law on retirement plans, identify retirement plans and participation requirements, calculate tax deduction ad contribution limits, and create a full financial plan, including retirement, for an individual.</td>
</tr>
<tr>
<td>FIN 428</td>
<td>INSURANCE FOR FINANCIAL PLANNING</td>
<td>3</td>
<td>School of Business</td>
<td>This course will prepare students to make insurance policy recommendations as part of a financial plan. After completion of this course, students will be able to apply concepts of medical, life, and property insurance to financial planning, and understand concepts underlying risk and insurance management for financial plans.</td>
</tr>
<tr>
<td>FIN 444</td>
<td>MERGERS, ACQUISITIONS, AND CORPORATE RESTRUCTURING</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to analyze merger and acquisition (M&amp;A) opportunities in ways that will maximize corporate value and shareholder wealth in a competitive market environment. Special emphasis is placed on the identification, screening, selection, evaluation, and financing of M&amp;A activities. Additionally, the course examines business failures and restructuring strategies.</td>
</tr>
<tr>
<td>FIN 467</td>
<td>REAL ESTATE INVESTMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course involves the study of the techniques of real estate investment analysis, including financing, taxes, and decision-making criteria in today's investment environment.</td>
</tr>
<tr>
<td>FIN 486</td>
<td>STRATEGIC FINANCIAL MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course gives students the opportunity to integrate previously learned finance and accounting concepts and practices to contemporary business strategies, while improving financial decision-making and problem-solving skills. In addition, students will examine real-world financial management scenarios in order to apply best practices resulting in increased value for various types of organizations.</td>
</tr>
<tr>
<td>FIN 571</td>
<td>CORPORATE FINANCE</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies corporate finance concepts to make management decisions. Students learn methods to evaluate financial alternatives and create financial plans. Other topics include cash flows, business valuation, working capital, capital budgets, and long-term financing.</td>
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<tr>
<td>FIN 575</td>
<td>PROJECT BUDGET AND FINANCE</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies finance concepts to evaluate and manage projects. Students will prepare a plan to obtain funding and manage a project budget. Other topics include return on investment, cost classification, debt and equity financing, and project cash flows.</td>
</tr>
<tr>
<td>FIN 580</td>
<td>GLOBAL CAPITAL MARKETS</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the international financial environment facing firms in a globalized economy. Students will assess the impact of economic policy and financial disturbances on financial markets, exchange rates, and capital flows. Other topics include investment analysis, asset management, capital markets, hedge funds, corporate finance, and international macroeconomics.</td>
</tr>
<tr>
<td>FIN 585</td>
<td>FINANCIAL CONTROLLING</td>
<td>3</td>
<td>School of Business</td>
<td>This course analyzes several topics concerning financial control. Students will explore design and use of cost management systems, financial performance measures for enhancing firm value, managerial incentive contracts and accounting data, and management accounting. Other topics include managing earnings and financial ratios, use of balanced scorecard to evaluate financial nonfinancial managerial performance, and post-auditing of capital investments.</td>
</tr>
<tr>
<td>FIN 590</td>
<td>AUDIT AND COMPLIANCE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>The course emphasizes concepts and principles of auditing and assurance services theory and practice. Students will explore professional standards utilized in providing auditing and other assurance services, and reporting on financial statements. Other topics include securities law and regulatory structure, professional conduct, and ethical and legal issues in securities regulation.</td>
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<tr>
<td>FIN 591</td>
<td>REAL ESTATE INVESTMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the techniques of real estate investment analysis, including financing, taxes, and decision-making criteria in today’s real estate investment environment. Students will analyze the risks and rewards of existing and proposed real estate projects to make specific financing and investment decisions. Other topics include real estate financial analysis and valuation, diversification of real estate assets, real estate taxation, and real estate law.</td>
</tr>
<tr>
<td>FIN 592</td>
<td>MERGERS AND ACQUISITIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines merger and acquisition opportunities to maximize corporate value and shareholder wealth in a competitive market environment. Students will focus on the identification, screening, selection, evaluation, and financing of activities. Other topics include business failures and restructuring strategies.</td>
</tr>
<tr>
<td>FIN 593</td>
<td>INVESTMENT BANKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines investment banking firm organizational structure, products, risks, earnings, regulations, innovations and competition. Students will analyze the functions of the banking business, including equity, bond and convertible financings and sales and trading business. Other topics include investment banking relationships with LBO funds, hedge funds and corporate and institutional clients.</td>
</tr>
<tr>
<td>FIN 711</td>
<td>FINANCIAL MEASURES OF VALUE ADDED</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores and evaluates research on how businesses measure and could modify their measure of financial value to improve decision-making. Topics include business analysis, valuation tools, and applications; mergers and acquisitions; marketplace valuation of equity; U.S. GAAP IFRS convergence; and the challenges of valuing high growth companies, companies in emerging markets, cyclical companies, and banks.</td>
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<tr>
<td>FIN 723</td>
<td>HIGHER EDUCATION FINANCE AND ECONOMICS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course introduces and examines the major features of the financial functions operative within various types of higher education institutions. The financial functions of various types and sizes of post-secondary institutions will be presented. Specifically, the financial functions of the following kinds of colleges and universities will be compared and contrasted: public and private, non-profit and for-profit entities; small, medium, and large entities; urban, suburban, and rural entities; and unionized and non-unionized entities. In each case, traditional, non-traditional, and emerging income streams will be explored, in conjunction with traditional cost centers, non-traditional cost centers, and emerging cost centers. Strategic financial planning and global market influences, in the context of higher education institutions will be addressed. Traditional, new, and emerging administrative practices being utilized by financial managers to control the economic dynamics engendered by various combinations of the above variables will be discussed.</td>
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<tr>
<td>FIN GM571</td>
<td>INTERNATIONAL CORPORATE FINANCE</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies corporate finance concepts to make international management decisions. Students learn methods to evaluate financial alternatives and create financial plans presented in diverse formats. Other topics include cash flows, business valuation, working capital, capital budgets, long-term financing, hedging mechanisms, cultural approaches to time value of money, and constraints on financial flows.</td>
</tr>
<tr>
<td>FIN HCS71</td>
<td>HEALTH CARE FINANCE</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies corporate finance concepts to make management decisions. Students learn methods to evaluate financial alternatives and create financial plans. Other topics include cash flows, business valuation, working capital management, capital budgets, long-term financing, and valuation of the business.</td>
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<tr>
<td>FIS 260</td>
<td>FINANCIAL MARKETS AND INSTITUTIONS: YOU CAN BANK ON IT</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the operations of financial institutions in the process of financial intermediation. It covers the roles, responsibilities, and regulatory requirements of various types of financial institutions as they connect individuals and organizations to capital markets.</td>
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<tr>
<td>FP 101</td>
<td>FOUNDATIONS OF PERSONAL FINANCE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the elements necessary for effective personal financial planning and the opportunity to apply the techniques and strategies essential to this understanding. Primary areas of study include creating and managing a personal budget, understanding and paying taxes, working with financial institutions, wise use of credit cards and consumer loans, financing automobiles and homes, and the use of insurance for protecting one's family and property.</td>
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<tr>
<td>FP 120</td>
<td>ESSENTIALS OF PERSONAL FINANCE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the elements necessary for effective personal financial planning and the opportunity to apply the techniques and strategies essential to this understanding. Primary areas of study include creating and managing a personal budget, understanding and paying taxes, working with financial institutions, wise use of credit cards and consumer loans, financing automobiles and homes, and the use of insurance for protecting one's family and property.</td>
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<tr>
<td>GBM 380</td>
<td>GLOBAL BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course addresses major forces in the global environment and the impact upon business strategies, operations, and decision making. Special emphasis is placed on developing a global mindset and the intricacies of the global business environment.</td>
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<tr>
<td>GBM 381</td>
<td>INTERNATIONAL TRADE</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the concepts and components of international trade. Emphasis is placed on applying current theories, concepts, and practices in conducting global business transactions.</td>
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<tr>
<td>GBM 489</td>
<td>STRATEGIC TOPICS IN GLOBAL BUSINESS MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies the principles of international trade, global monetary systems, international organizations, and economic development to make effective strategic business decisions. Emphasis is placed on utilizing improved strategic thinking and decision-making capabilities in the global environment.</td>
</tr>
<tr>
<td>GEN 127</td>
<td>UNIVERSITY STUDIES FOR SUCCESS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is an academic course focusing on the essential information, skills, tools, and techniques necessary for academic success and personal effectiveness at University of Phoenix. The course develops and applies academic standards, practical knowledge, and study skills immediately relevant to first-year university students.</td>
</tr>
<tr>
<td>GEN 127OP</td>
<td>UNIVERSITY STUDIES FOR SUCCESS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is an academic course focusing on the essential information, skills, tools, and techniques necessary for academic success and personal effectiveness at University of Phoenix. The course develops and applies academic standards, practical knowledge, and study skills immediately relevant to first-year university students.</td>
</tr>
<tr>
<td>GEN 195</td>
<td>FOUNDATIONS OF UNIVERSITY STUDIES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The essential information, skills, tools, and techniques necessary for academic success and personal effectiveness at the University of Phoenix are introduced in this course. The course develops and applies practical knowledge and skills immediately relevant to first-year university students. Course topics include goal setting and working with personal motivation, understanding and using University resources, developing efficient study habits, making the most of personal learning styles, and how best to manage time and reduce personal stress levels.</td>
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<tr>
<td>GEN 200</td>
<td>FOUNDATIONS FOR GENERAL EDUCATION AND PROFESSIONAL SUCCESS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This general education course is designed to introduce the intentional learner to communication, collaboration, information utilization, critical thinking, problem solving and professional competence and values. The course uses an interdisciplinary approach for the learner to develop personal, academic strategies in order to reach desired goals and achieve academic success.</td>
</tr>
<tr>
<td>GEN 201</td>
<td>FOUNDATIONS FOR UNIVERSITY SUCCESS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course transitions students through the foundations of study at University of Phoenix. Students develop personal strategies for achieving educational goals; and develop skills in critical thinking, collaboration, and communication.</td>
</tr>
<tr>
<td>GEN 480</td>
<td>INTERDISCIPLINARY CAPSTONE COURSE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is the capstone course for business, health and human services, and information technology undergraduate students. The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.</td>
</tr>
<tr>
<td>GEO 155</td>
<td>CULTURAL GEOGRAPHY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with an introduction to the cultural factors that impact the way in which humans use the environment. Topics include settlement patterns, the modification of the landscape, and resource utilization.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College</td>
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<tr>
<td>GEO 180</td>
<td>PHYSICAL GEOGRAPHY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the principles of physical geography. Students examine the processes of Earth’s physical environment as well as the human-environment interaction. Topics include plate tectonics, the rock cycle, landscape building, water resources, the relationship between the Earth and Sun, the elements of weather and climate, vegetation and soils, types and uses of maps, and human interaction with the environment.</td>
</tr>
<tr>
<td>GEO 215</td>
<td>GEOGRAPHY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will examine the key concepts of geography and the interactions between human life and the environment. Topics will include population, urbanization, economics and cultural landscapes, physical landscapes, and world climate.</td>
</tr>
<tr>
<td>GHS 563</td>
<td>LEADERSHIP AND PUBLIC POLICY IN GLOBAL HOMELAND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course is designed to provide students with an understanding of how public organizations deal with the threat of various forms of terrorism. Leadership and management responsibilities are considered. Students will understand the importance of interdisciplinary security in developing comprehensive protection plans and policies designed to reduce the vulnerability associated with deliberate violent acts.</td>
</tr>
<tr>
<td>GHS 573</td>
<td>INTELLIGENCE INTEGRATION IN GLOBAL HOMELAND SECURITY</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course allows students to explore the collaboration of intelligence and law enforcement communities (intelligence-led policing) for human welfare and safety in global and homeland environments. Students will review the development and implementation of counterterrorism initiatives based on terrorism intelligence and emerging threats to homeland security. Students will also examine recommendations of the Global Intelligence Working Group (GIWG) and evaluate operational expectations of law enforcement and federal intelligence analysts, law enforcement administrators, and first responding officers responsible for global and homeland security. Students will also explore the importance of keeping local law enforcement intelligence and national security intelligence separate, but recognize methods for federal, state, and local law enforcement agencies to share and dispense intelligence.</td>
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<tr>
<td>GHS 583</td>
<td>MULTI-DISCIPLINARY GLOBAL AND HOMELAND SECURITY ISSUES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores current and future issues in global and homeland security. Students will evaluate domestic border security and global immigration control. Students will understand the importance of planning for the prevention of domestic and international terrorism acts and other critical incidents and develop an understanding of gathering, using, and sharing appropriate intelligence. They will explore the collaboration and development of partnerships with private security organizations. Students will develop methods for coordinating emergency management efforts and discuss the psychological and sociological effects of terrorism and other critical incidents. The new skills and knowledge gained will add to the protection, safety, and security of our society.</td>
</tr>
<tr>
<td>GHS 593</td>
<td>CRITICAL INFRASTRUCTURE ANALYSIS AND PROTECTION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course focuses on systems analysis in the context of critical infrastructure protection. The course provides a strategic perspective of the Critical Infrastructure Protection (CIP) efforts in the United States. This includes preparation and response to critical events. Practical approaches to CIP are considered including threat assessment and vulnerability identification. Risk assessment methodologies, physical protection system design, cybersecurity, and emergency response protocols are also discussed.</td>
</tr>
<tr>
<td>GLG 101</td>
<td>GEOLOGY WITH LAB</td>
<td>4</td>
<td>College of Humanities and Sciences</td>
<td>This course gives an overview of physical geology by introducing concepts such as plate tectonics and geologic time. Students gain familiarity with the processes that shape the earth’s surface and recognize the relevance of studying geology. Topics include the rock cycle, weathering, formation of geological features, and preservation of geological resources. This course includes a lab.</td>
</tr>
<tr>
<td>GLG 150</td>
<td>EXPLORATION OF THE EARTH SCIENCES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the dynamic forces impacting Earth’s environment. It is a study of the major constructs in geology, oceanography, meteorology, and astronomy collectively called Earth Science. A scientific approach will be used in orienting students to develop an understanding of the interconnectivity of each of these sciences.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College/School</td>
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<tr>
<td>GLG 220</td>
<td>PHYSICAL GEOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will introduce the key concepts of geology by examining the Earth and the processes that take place within it. Topics will include historical geology, rocks and minerals, plate tectonics, igneous activity, mass wasting, weathering and erosion systems.</td>
</tr>
<tr>
<td>GLG 240</td>
<td>ENVIRONMENTAL GEOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the study of environmental geology. Students examine the connection between geological processes and resource management. Topics include Earth’s internal structure and processes, hydrological and geological resources, geomorphology, natural hazards, waste management, policies and regulations, and the impact of human activity on natural resources.</td>
</tr>
<tr>
<td>GMGT 510</td>
<td>GLOBAL BUSINESS ORGANIZATION AND CULTURE</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the organizational and cultural framework within which global business is conducted. Topics include a systems approach to culture, effective communication across cultures, managing diversity, transitions and relocations, and effective leadership.</td>
</tr>
<tr>
<td>GMGT 520</td>
<td>EXTERNAL ENVIRONMENT OF GLOBAL BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores issues and institutions that affect global business outside the direct control of the organization. Topics include country risk assessment, basis for trade and capital flows, exchange rate determination, international, national, and local organizations, regional integration, and conflict resolution of global trade disputes.</td>
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<td>Course Code</td>
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<tr>
<td>GMGT 530</td>
<td>INTERNAL ENVIRONMENT OF GLOBAL BUSINESS</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines issues and functions that global business faces within control of the organization. Topics include organizational forms of entry and exit, legal issues, marketing, finance, human resources, and risk management.</td>
</tr>
<tr>
<td>GMGT 540</td>
<td>GLOBAL STRATEGY FORMULATION AND IMPLEMENTATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course develops strategy for global implementation. Topics include the role of global strategy in the organization, the current state and strategy choices, strategy selection, implementation and control issues, portfolio management, and case analysis.</td>
</tr>
<tr>
<td>HCA 210</td>
<td>INTRODUCTION TO HEALTH CARE: RIDING THE FOURTH WAVE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides a broad overview of the United States health care system. The historical evolution of the business of health care is examined. The student will explore management concepts and workforce opportunities within the health care industry.</td>
</tr>
<tr>
<td>HCA 210C</td>
<td>INTRODUCTION TO HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides a broad overview of the United States health care system. The historical evolution of the business of health care is examined. The student will explore management concepts and workforce opportunities within the health care industry.</td>
</tr>
<tr>
<td>Course Code</td>
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<tr>
<td>HCA 220</td>
<td>THE LANGUAGE OF HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers the student engagement and interaction with the dynamic language of health care. Through comprehensive discussions and activities, the student will have the opportunity to be immersed in the words used in health care. This course requires a microphone and speakers or headphones for recording and listening to digital audio files.</td>
</tr>
<tr>
<td>HCA 220C</td>
<td>THE LANGUAGE OF HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers the student engagement and interaction with the dynamic language of health care. Through comprehensive discussions and activities, the student will have the opportunity to be immersed in the words used in health care.</td>
</tr>
<tr>
<td>HCA 230</td>
<td>COMMUNICATION SKILLS FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers the student the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. The student will discuss social and cultural influences on communication efforts, examine channels of communication including internal, external, and technology related communication, and the impact of consumer and interdisciplinary communication.</td>
</tr>
<tr>
<td>HCA 230C</td>
<td>BUSINESS COMMUNICATION SKILLS FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers the student the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. The student will discuss social and cultural influences on communication efforts, examine channels of communication including internal, external, and technology related communication, and the impact of consumer and interdisciplinary communication.</td>
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<td>Course</td>
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<tr>
<td>HCA 240</td>
<td>HEALTH &amp; DISEASES: UNDERSTANDING PATHOS OF PATHOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces the student to the basic principles of illness and disease commonly seen in the health care environment. Topics may include infectious and noninfectious diseases, environmental health, and the promotion of good health practices. In addition, students will be introduced to common disease and medical procedure terminology.</td>
</tr>
<tr>
<td>HCA 250</td>
<td>THE PSYCHOLOGY OF HEALTH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>In this course, the student is introduced to the psychological factors that relate to maintaining a healthy workplace. The course also exposes the student to management elements of cultural diversity, collaboration, and healthy behaviors.</td>
</tr>
<tr>
<td>HCA 260</td>
<td>HEALTH CARE'S LAW AND ETHICS ENVIRONMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed as an introduction to the laws and ethics of providing health care services. The course is also intended to familiarize the student with state and federal health regulation. Since ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that impact health care employment.</td>
</tr>
<tr>
<td>HCA 260C</td>
<td>THE REGULATORY ENVIRONMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is an introduction to the regulatory aspects of providing health care services. Students will become familiar with state and federal health regulations. Emphasis is placed on various contemporary characteristics regarding the laws and ethics of health care delivery and the rules that impact health care employment.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>HCA 270</td>
<td>FINANCIAL MATTERS FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed as an introduction to the terminology, processes, functions, and financial reports commonly encountered in health care operations. This course introduces the concepts of basic managerial financial functions, such as budgeting, reimbursement methods, and the responsibilities of health care financial management.</td>
</tr>
<tr>
<td>HCI 500</td>
<td>CONCEPTS OF HEALTH CARE INFORMATICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will introduce the student to the basic concepts of health care informatics and health information management. It will build on a historical foundation of informatics and roles of the informatics specialist.</td>
</tr>
<tr>
<td>HCI 510</td>
<td>SYSTEMS LIFE CYCLE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will focus on the selection and implementation of an information system within a health facility. The course will review the phases of the life cycle: planning, analysis, design, implementation and evaluation.</td>
</tr>
<tr>
<td>HCI 520</td>
<td>DATA MANAGEMENT AND DESIGN</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will provide an overview of the understanding of how data, information and knowledge provides the foundation for healthcare information systems. The course will focus on the concepts of information and knowledge in relation to databases, systems operations and information systems.</td>
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<td>Course Code</td>
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<tr>
<td>HCIS 140</td>
<td>FUNDAMENTALS OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the fundamentals of electronic health records (EHR) utilized in the health care environment. Students will receive an overview of information systems, workflows, health information accessibility, as well as health care transactions and billing.</td>
</tr>
<tr>
<td>HCIS 245</td>
<td>FUNDAMENTALS OF INFORMATION SYSTEMS FOR HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces the fundamentals of computer systems and the role of information processing in today's health care environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, the Internet, and how these resources are applied in the health care industry.</td>
</tr>
<tr>
<td>HCIS 245C</td>
<td>FUNDAMENTALS OF INFORMATION SYSTEMS FOR HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces the fundamentals of computer systems and the role of information processing in today's health care environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, the Internet, and how these resources are applied in the health care industry.</td>
</tr>
<tr>
<td>HCIS 250</td>
<td>STRUCTURE, DESIGN, AND TOOLS OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students will learn about the evolving functions and uses of technology to support the documentation of vital health information contained in a patient's electronic health record. This course will introduce students to software applications, claims and reimbursement information, as well as regulatory compliance requirements. Students will examine forms, routing, and reporting of patient records in a variety of health care settings. Students will use an electronic health record (EHR) software to reinforce quality and data management of patient information.</td>
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<td>Course Code</td>
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<tr>
<td>HCIS 255</td>
<td>STRUCTURE AND DESIGN OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students will learn about the evolving function and use of technology to support the documentation of vital health information contained in a patient’s medical history. This course will introduce students to the general software applications, insurance and coding information, and regulatory compliance requirements.</td>
</tr>
<tr>
<td>HCIS 255C</td>
<td>STRUCTURE AND DESIGN OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students will learn about the evolving function and use of technology to support the documentation of vital health information contained in a patient’s medical history. This course will introduce students to the general software applications, insurance and coding information, and regulatory compliance requirements.</td>
</tr>
<tr>
<td>HCIS 265</td>
<td>MEDICAL HEALTH INFORMATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the documentation of medical data and how managing data can be vital to the treatment and care of individuals in the health care system. Students will examine development, forms, routing, filing, and storage of patient’s records in a variety of health care settings. Students will also review issues related to quality and data management, as well as privacy and security compliance.</td>
</tr>
<tr>
<td>HCIS 265C</td>
<td>MEDICAL HEALTH INFORMATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the documentation of medical data and how managing data can be vital to the treatment and care of individuals in the health care system. Students will examine development, forms, routing, filing, and storage of patient’s records in a variety of health care settings. Students will also review issues related to quality and data management, as well as privacy and security compliance.</td>
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<tr>
<td>HCIS 270</td>
<td>APPLICATION OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students in the capstone course for the electronic health records (EHR) concentration will continue to use an EHR software to apply foundational skills related to administrative tasks, data charting, insurance and billing, and regulatory compliance and reporting. Students will demonstrate mastery processing an electronic health record.</td>
</tr>
<tr>
<td>HCIS 275</td>
<td>PRACTICAL APPLICATION OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students in the capstone course will use case studies and an electronic health record (EHR) software application to develop foundational skills related to data charting, usage, and application.</td>
</tr>
<tr>
<td>HCIS 275C</td>
<td>PRACTICAL APPLICATION OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students in the capstone course will use case studies and an electronic health record (EHR) software application to develop foundational skills related to data charting, usage, and application.</td>
</tr>
<tr>
<td>HCIS 410</td>
<td>PROJECT PLANNING AND IMPLEMENTATION IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides the foundation for understanding the broad concepts of successful planning, organization, and implementation within the realm of health care information technology. This course uses real-world examples to support and expand a student’s skills in project management. Topics covered include project scoping, estimating, budgeting, scheduling, tracking and controlling.</td>
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<tr>
<td>HCIS 420</td>
<td>INFORMATION SYSTEMS RISK MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course identifies and defines the types of risks that information systems professionals need to consider during the development and implementation of health care information systems. This course will survey remedies and prevention techniques available to address risk and security management. Health care organizational policies and current regulatory considerations will also be examined relative to development, implementation and use of computer based information systems.</td>
</tr>
<tr>
<td>HCP 210</td>
<td>INTRO TO PHARMACY PRACTICE: THE ALCHEMY OF HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides students the opportunity to explore fundamental career skills and knowledge associated with pharmacy procedures. Courses include pharmacy ethics, terminology, route and dosage formulations, and operations in community and institutional settings. A review of the 200 most commonly distributed medications includes origins, therapeutic usage, generic names, and naming systems. Students examine basic procedures and equipment requirements for compounding and sterile preparation.</td>
</tr>
<tr>
<td>HCP 220</td>
<td>PHARMACY CALCULATIONS: JUST FOR GOOD MEASURE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Fundamental math skills required in pharmaceutical calculations are covered in this course. Topics review basic math skills-number systems, fractions, decimals, ratios, proportion, and percents- and conversion of measurement systems-metric, apothecary, avoirdupois and household. Students interpret prescriptions, analyze drug labeling, calculate drug dosages, and distinguish procedures and equipment for oral, injectable, and intravenous medications.</td>
</tr>
<tr>
<td>HCR 201</td>
<td>MEDICAL BILLING AND CODING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide students with a framework for managing the application of clinical data to the patient record. Students will examine predominant medical billing and coding manuals and will demonstrate use of codes.</td>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>HCR 202</td>
<td>MEDICAL INSURANCE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide students with an understanding of health care reimbursement systems. Students will become familiar with various medical insurance plans offered by health care payors.</td>
</tr>
<tr>
<td>HCR 203</td>
<td>MEDICAL CLAIMS PROCESSING AND COMPLIANCE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide students with an understanding of the management of patient records through the practices and processes of filing claims. Students will focus on the knowledge and skills essential for completing insurance claim forms in the health care setting; Security and compliance requirements will also be covered.</td>
</tr>
<tr>
<td>HCR 210</td>
<td>PATIENT RECORDS: KEEPING IT REAL</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Documenting patients' health information is central to the continuity of medical care and the collection of medical data. This course examines the content, development, format, routing, filing, and storage of patient records. Settings include hospitals, physicians’ offices and alternate care facilities. Students review uses of health data and legal aspects of health information management.</td>
</tr>
<tr>
<td>HCR 210C</td>
<td>PATIENT RECORDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Documenting patients' health information is central to the continuity of medical care and the collection of medical data. This course examines the content, development, format, routing, filing, and storage of patient records in a variety of settings. Students are introduced to uses of health data and legal aspects of records management.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>HCR 220</td>
<td>CLAIMS PREPARATION I: CLEAN BILLS OF HEALTH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Medical records processing revolves around insurance and reimbursement. This course focuses on the background, knowledge and skills related to basic billing duties, HIPAA regulations, patient encounters, and the preparation, compliance, and transmission of claims. Students are introduced to the history, current state and future direction of the major diagnostic and procedural coding systems.</td>
</tr>
<tr>
<td>HCR 230</td>
<td>CLAIMS PREPARATION II: FOOTING THE BILLS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course continues medical records processing instruction. Topics focus on the background, knowledge and skills related to private payers, Medicare, Medicaid, Tricare, Champva, workers compensation and disability. Claims processing includes payments, appeals, and secondary claims; patient billing and collections; hospital billing and reimbursement.</td>
</tr>
<tr>
<td>HCR 240</td>
<td>COMPUTERIZING MED DATA: PAPER CHASE GOES TECHNO</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This medical records capstone course enables students to develop career skills in computerizing data through application of a software program widely used in health care. While popular for medical billing and collections, MedisoftTM also applies to managing patients’ health care information, scheduling, correspondence, and a variety of reports. This course requires a PC with Windows 2000 or Windows XP operating system.</td>
</tr>
<tr>
<td>HCS 120</td>
<td>MEDICAL TERMINOLOGY FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers students engagement and interaction with the dynamic language of health care. Through comprehensive discussions and activities, students will have the opportunity to be immersed in the words used in health care.</td>
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<td>Course Code</td>
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<tr>
<td>HCS 131</td>
<td>BUSINESS COMMUNICATION SKILLS FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers students the foundational knowledge and skills to communicate in a variety of workplace settings. Students will focus on business writing correspondence, communication technologies, and effective communication strategies for the health care industry.</td>
</tr>
<tr>
<td>HCS 182</td>
<td>INTRODUCTION TO FINANCIAL CONCEPTS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to fundamental financial concepts related to the health care industry. Students will learn about basic insurance procedures, bookkeeping processes, and budgets commonly used in a variety of health care settings.</td>
</tr>
<tr>
<td>HCS 208</td>
<td>INTRODUCTION TO HEALTH CARE INDUSTRY TERMS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides students with a foundational set of basic health care vocabulary that relates to a variety of health care work settings. Students will review terms and concepts related to the structure and professions within the health care delivery systems.</td>
</tr>
<tr>
<td>HCS 212</td>
<td>HEALTH CARE VOCABULARY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides students with a foundational set of basic health care vocabulary that relates to a variety of health care work settings. Students will also explore terminology related to body systems and common diseases and treatments associated with these systems.</td>
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<td>Course Code</td>
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<tr>
<td>HCS 214</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to introduce students to basic terminology, roles, and diseases related to the cardiovascular, respiratory, gastrointestinal, and urinary systems. The content provides a fundamental baseline for coding and billing applications to help build a foundation for students who are pursuing the medical coding and billing track.</td>
</tr>
<tr>
<td>HCS 216</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to introduce students to basic terminology, roles, and diseases related to the nervous, endocrine, musculoskeletal, reproductive, and dermatological systems. The content provides a fundamental baseline for coding and billing applications to help build a foundation for students who are pursuing the medical coding and billing track.</td>
</tr>
<tr>
<td>HCS 219</td>
<td>INTRODUCTION TO HEALTH CARE FINANCE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is designed as an introduction to the terminology, processes, functions, and financial reports commonly encountered in health care. Students will explore the concepts of basic managerial financial functions, such as budgeting, reimbursement methods, and the use of financial documents.</td>
</tr>
<tr>
<td>HCS 221</td>
<td>FACILITY OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide a foundation for the health care manager as it relates to the operation of a facility. Concepts regarding equipment acquisition and maintenance as well as facility acquisition and maintenance are introduced. Topics: Supplies; personnel; office equipment; office space; contracts</td>
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<td>HCS 224</td>
<td>HEALTH CARE OFFICE MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide students with the knowledge and skills needed for the administrative operations of a health care facility. Concepts regarding office procedures, resources and supplies, and compliance and risk management requirements will be explored.</td>
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<tr>
<td>HCS 235</td>
<td>HEALTH CARE DELIVERY IN THE U. S.</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides a broad overview of the various functions of the United States health care system. The historical evolution of health care is examined. The student is introduced to the various forms of provider models and service delivery systems found in private and public health sectors, including ambulatory, acute, mental, and long-term care. The financing aspects of health care and their influence on health care delivery and quality are outlined.</td>
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<tr>
<td>HCS 245</td>
<td>INTRODUCTION TO HEALTH AND DISEASE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the basic principles of illness and disease as well as the impact of disease trends on the delivery of services. The clinical manifestations of diseases commonly seen in the health care environment will be reviewed. The impact of health promotion and wellness program perspectives will be presented.</td>
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<tr>
<td>HCS 265</td>
<td>THE MANAGERIAL ENVIRONMENT OF HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to basic management concepts and regulations within the health care industry. Students will become familiar with regulatory compliance and ethical issues in the health care business. The application of human resource concepts will also be discussed.</td>
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<tr>
<td>HCS 301</td>
<td>UNDERGRADUATE NURSING STUDIES</td>
<td>2</td>
<td>College of Health Sciences and Nursing</td>
<td>The course is designed to aid adult learners in acquiring or improving critical thinking, teamwork, research, and communication skills, which are necessary at the University of Phoenix. Students will develop strategies for achieving educational goals that will help them be successful in the undergraduate program as well as in their professional development. Students will also be introduced to the University Library and the Center for Writing Excellence and learn how to access those resources successfully.</td>
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<tr>
<td>HCS 301C</td>
<td>UNDERGRADUATE NURSING STUDIES</td>
<td>2</td>
<td>College of Health Sciences and Nursing</td>
<td>The course is designed to aid adult learners in acquiring or improving critical thinking, teamwork, research, and communication skills, which are necessary at the University of Phoenix. Students will develop strategies for achieving educational goals that will help them be successful in the undergraduate program as well as in their professional development. Students will also be introduced to the University Library and the Center for Writing Excellence and learn how to access those resources successfully.</td>
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<tr>
<td>HCS 305</td>
<td>HEALTH CARE PROFESSIONAL DEVELOPMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the diverse spectrum of the health care industry. Topics will include an overview of the program student learning outcomes, professional organizations, scope of career opportunities, and planning for the future.</td>
</tr>
<tr>
<td>HCS 310</td>
<td>HEALTH CARE DELIVERY IN THE UNITED STATES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides a broad overview of the various functions of the United States health care system. The historical evolution of health care is examined. The student is introduced to the various forms of provider models and service delivery systems found in private and public health sectors, including ambulatory, acute, mental, and long-term care. The financing aspects of health care and their influence on health care delivery and quality are outlined.</td>
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<td>HCS 320</td>
<td>HEALTH CARE COMMUNICATION STRATEGIES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students will review basic medical terminology, discuss the influences of gender and culture, examine channels of communication including the development of interpersonal and technology related communication, and the impact of consumer and interdisciplinary communication.</td>
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<tr>
<td>HCS 325</td>
<td>HEALTH CARE MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The course explores fundamental concepts of management theory as applied to healthcare. Students will examine the organizational structure of the health care delivery system and administrative processes such as planning, problem solving, decision making, and quality productivity improvement. Emphasis will also be placed on the major issues and problem areas confronting health service administrators.</td>
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<tr>
<td>HCS 330</td>
<td>INTRODUCTION TO HEALTH AND DISEASE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the basic principles of illness and disease as well as the impact of disease trends on the delivery of services. The clinical manifestations of diseases commonly seen in the health care environment will be reviewed. The impact of health promotion and wellness program perspectives will be presented.</td>
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<tr>
<td>HCS 335</td>
<td>HEALTH CARE ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course identifies ethical issues in health care. It is designed to encourage students to clarify their personal ethic with regard to health care issues. The various responsibilities involving the management of populations whose ethics may be divergent are identified.</td>
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<td>HCS 341</td>
<td>HUMAN RESOURCES IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the complexities and multiple issues involved in Human Resources management in health care organizations. Students will examine the strategic role of human resource management in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, and employee relations are examined. Federal, state, and professional regulatory requirements specific to health care are emphasized.</td>
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<tr>
<td>HCS 350</td>
<td>HEALTH CARE COMMUNICATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will focus on professional communication related to the role of the registered nurse. This course is designed to explore the knowledge and skills required to communicate therapeutically with clients and communicate effectively with other professionals of a health care team. The art of delegation will be examined.</td>
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<tr>
<td>HCS 370</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the dynamics of individual and group behaviors and processes that impact and shape organizations. Topics will include organizational theories, decision making, group dynamics, change and conflict negotiation, and organizational culture and design.</td>
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<tr>
<td>HCS 380</td>
<td>HEALTH CARE ACCOUNTING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides an understanding of the fundamental concepts of accounting applied in the health care environment. Students will examine accounting practices and procedures to support managerial decision making within the health care organizations.</td>
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<td>HCS 385</td>
<td>HEALTH CARE FINANCE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides an overview of the financial economics of health care. Concepts such as payments systems, economic trends, financial statements and budgets are covered.</td>
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<tr>
<td>HCS 405</td>
<td>HEALTH CARE FINANCIAL ACCOUNTING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides an understanding of the general principles of accounting applied in the health care environment. It includes an overview of sources of revenue for various health care entities. The fundamentals of financial planning, cost concepts, capital budgeting and management analysis are applied in the health care environment. Issues surrounding the development and management of budgets are also examined.</td>
</tr>
<tr>
<td>HCS 429CA</td>
<td>PATHOPHYSIOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course presents an introduction to human pathophysiology. Emphasis will be placed on explaining the mechanisms and clinical manifestations associated with specific infectious diseases. The course will examine cellular activity, organs, and systems that affect the health of the human body.</td>
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<tr>
<td>HCS 430</td>
<td>LEGAL ISSUES IN HEALTH CARE: REGULATION AND COMPLIANCE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course covers the broad range of topics affected by law and regulation ranging from patient rights to corporate responsibilities. Health care regulatory agencies and state and federal agencies are examined as well as their impact on the operation healthcare as a business. Legal issues ranging from professional malpractice to corporate wrongdoing are also discussed.</td>
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<td>HCS 433</td>
<td>DIMENSIONS OF HEALTH AND THE OLDER ADULT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the basic principles and concepts of the aging process, including the physical, social, emotional, and mental components of health. Benefits of health promotion and preventive action for the older adult are also explored.</td>
</tr>
<tr>
<td>HCS 436</td>
<td>PATHOPHYSIOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course presents an introduction to human pathophysiology. Emphasis will be placed on explaining the mechanisms and clinical manifestations associated with specific infectious diseases. The course will examine cellular activity, organs and systems that affect the health of the human body.</td>
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<tr>
<td>HCS 437</td>
<td>LONG-TERM CARE ADMINISTRATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the organization and management of long-term care. The impact of state and federal regulations are analyzed, as well as issues surrounding funding services are discussed. Students will examine the health services needed for current and future populations needing long-term care.</td>
</tr>
<tr>
<td>HCS 438</td>
<td>STATISTICAL APPLICATIONS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The emphasis in this statistical applications course is on thinking about research issues in a statistically sound and practical fashion. Students will learn how to formulate and ask the right questions, how to collect data effectively, how to summarize and interpret information, and how to understand the limitations of statistical inferences.</td>
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<tr>
<td>HCS 440</td>
<td>ECONOMICS: THE FINANCING OF HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides an overview of the economics of healthcare. The various payers are examined, including private, state, and federal entities. Issues such as the cost effectiveness of prevention, the management of patients and their diseases, as well as the cost of treatment settings are discussed. Third party reimbursement from various sources, ranging from for-profit insurance carriers to charitable donations, are reviewed. The health care system's use of grant funding and research dollars is described.</td>
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<tr>
<td>HCS 446</td>
<td>FACILITY PLANNING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will introduce students to the legal and regulatory challenges of facility planning and development. Students will analyze facility designs, discuss further healthcare consumer utilization trends, and as well as examining the regulatory compliance requirements.</td>
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<tr>
<td>HCS 449</td>
<td>HEALTH ADMINISTRATION CAPSTONE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students in this course summarize their learning and formulate strategies to manage various challenges they will encounter in the healthcare environment. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.</td>
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<tr>
<td>HCS 451</td>
<td>HEALTH CARE QUALITY MANAGEMENT AND OUTCOMES ANALYSIS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the relationships between health care quality and organizational performance management. The student is introduced to the rationale for performance management and quality improvement tools used in health care. Methods for assuring quality in process and outcome management are described. Changing trends in the provision and reimbursement of health care services are reviewed.</td>
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<td>HCS 455</td>
<td>HEALTH CARE POLICY: THE PAST AND THE FUTURE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the role of federal, state, and local government in the development of health care policy and regulation involving both the private and public sectors. The resulting impact of policy and regulation on healthcare systems is discussed. The role of health care systems will be reviewed as well as the various aspects involving the delivery of services.</td>
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<tr>
<td>HCS 456</td>
<td>RISK MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to issues related to risk management in health care. Concepts will include the tasks of the risk manager, regulatory requirements, and risk factors unique to the health care industry.</td>
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<tr>
<td>HCS 457</td>
<td>PUBLIC AND COMMUNITY HEALTH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides health care students with an introduction to the development of the public health system and through the epidemiological model students will examine the impact of environmental factors on disease trends as well as communicable disease controls. Students will develop beginning skills in community assessment and health promotion strategies. The course also reflects the advances in population health in the community health field. This course represents the concept that many populations of concern in health programs are not solely defined by geographic location.</td>
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<tr>
<td>HCS 465</td>
<td>HEALTH CARE RESEARCH UTILIZATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the purpose and process of research as applied to health care. Students will examine the role of statistics and various research methods. In addition students will analyze the key elements evidence based research within health care.</td>
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<tr>
<td>HCS 475</td>
<td>LEADERSHIP AND PERFORMANCE DEVELOPMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The course provides students with an overview of leadership theories to assist in the development of effective leadership skills. Students will discuss workplace change and the leader’s role in the change process as well as examining and analyzing effective performance indicators for staff and organizational goals.</td>
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<tr>
<td>HCS 478</td>
<td>HEALTH LAW AND ETHICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The legal and ethical aspects of the nurse’s role in the delivery and management of health care are examined in this course. This course will introduce ethical responsibilities and decision making models related to various health care situations while exploring legal accountability to the individual, clinical, and health care providers.</td>
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<tr>
<td>HCS 482</td>
<td>HEALTH CARE INFORMATICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to examine computer and electronic modalities that assist patient and client management. The automation of data management through information systems, expert systems, and telecommunications will be examined in the context of health care informatics. The use of technology to help make decisions and to improve the health status of the individual, family, and community will be emphasized.</td>
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<tr>
<td>HCS 483</td>
<td>HEALTH CARE INFORMATION SYSTEMS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The course provides an overview of the integration of technology in the health care setting. Students will examine the processes used in the selection, application and evaluation of computer software and hardware. Methods and processes to make informed business decisions related to the application and use of technology in health care will be discussed.</td>
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<td>HCS 490</td>
<td>HEALTH CARE CONSUMER - TRENDS AND MARKETING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>In this course students will have the opportunity</td>
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<td>to examine the traits, trends and needs of today's</td>
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<td>today's health care consumer. Students will examine</td>
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<td>current consumer information for readability,</td>
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<td>implications for the selection of products and</td>
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<td>services and differentiation of health care web</td>
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<td>HCS 499</td>
<td>HEALTH CARE STRATEGY CAPSTONE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>This capstone course examines the techniques and</td>
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<td>perspectives of strategic planning in the health</td>
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<td>care industry. Students will be required to</td>
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<td>demonstrate mastery of program Student Learning</td>
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<td>Outcomes through the strategic planning process</td>
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<td>by formulating strategies to manage various</td>
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<td>challenges encountered in the dynamic health care</td>
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<td>HCS 504</td>
<td>INTRODUCTION TO GRADUATE STUDY IN HEALTH SCIENCES</td>
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<td>College of Health Sciences and Nursing</td>
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<td>NURSING</td>
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<td>This course provides new graduate students in</td>
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<td>the college with an introduction to strategies</td>
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<td>for success within the University's adult learning</td>
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<td>model. Topics include program standards and</td>
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<td>objectives, graduate-level oral and written</td>
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<td>communication, locating, evaluating, and citing</td>
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<td>scholarly resources, and purposes and use of</td>
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<td>portfolios.</td>
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<td>HCS 507</td>
<td>ADVANCED PHARMACOTHERAPEUTICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>This course is designed to provide the nurse</td>
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<td>practitioner student with the information and</td>
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<td>skills to initiate and monitor drug therapy.</td>
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<td>This course will integrate advanced knowledge</td>
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<td>regarding the clinical application of</td>
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<td>pharmacology and pharmacokinetics, techniques</td>
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<td>and methods of drug prescribing, approaches to</td>
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<td>data collection, and problem solving with</td>
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<td>discussions about drug therapy for common acute</td>
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<td>and chronic diseases. Emphasis will be on the</td>
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<td>practical application of important concepts used</td>
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<td>in clinical practice for clients across the life</td>
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<tr>
<td>HCS 510</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides students with advanced anatomy, physiology, and pathophysiology of systems in relation to an individual's health across the lifespan. Focus is given to the physiological and biological manifestations and adaptive and maladaptive changes that occur. The knowledge gained in this course lays a foundation for the management of primary care issues of the family and its members.</td>
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<tr>
<td>HCS 514</td>
<td>MANAGING IN TODAY'S HEALTH CARE ORGANIZATIONS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the adaptation of organizational management to evolving health systems. Students will examine organizational theory, organizational performance, structure, change management and human resource management. Students apply various organizational theories to contemporary issues.</td>
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<tr>
<td>HCS 525</td>
<td>LEADERSHIP</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines organizational leadership in the context of the health care organization. Principles, theories and models of leadership are explored. Collaborative relationships, concepts of power and professional culture are explored. Students will articulate a personal vision of leadership and ways of providing direction within today's complex health care system.</td>
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<tr>
<td>HCS 529</td>
<td>CONTEMPORARY HEALTH CARE FACILITY DESIGN</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will provide students the opportunity to analyze and create plausible designs for a health care organization. Students will discuss current and future health care consumer utilization trends and environmental impacts, as well as examine the regulatory compliance requirements. Practical application of design and planning for a health care facility will be demonstrated.</td>
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<td>HCS 531</td>
<td>HEALTH CARE ORGANIZATIONS AND DELIVERY SYSTEMS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is a comprehensive approach to health care delivery systems that provides the student with an in-depth understanding of health systems and organizations. Students will examine historical evolutions of the health care industry and recent impacts that influence the delivery of health care.</td>
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<tr>
<td>HCS 533</td>
<td>HEALTH INFORMATION SYSTEMS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides administrators and managers an overview of the information systems used in the health care industry. The effective use of data requires an understanding of how the data is captured as well as the HIPAA and security issues related to this confidential material. The course provides students with a general background to communicate more effectively with technical personnel and provide general management oversight of information systems within health care organizations.</td>
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<tr>
<td>HCS 535</td>
<td>CONCEPTS OF POPULATION HEALTH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course addresses the epidemiological and sociological perspectives and techniques for analyzing the health status of populations. Topics focus on disease trends, distribution and detriments of health and disease, models and concepts of health and wellness, and the development of a proactive response to community health issues.</td>
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<tr>
<td>HCS 539</td>
<td>MARKETING FOR HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines marketing principles as they are applied within various health delivery systems. Special attention is focused on consumer behavior, market segmentation, environmental scanning, and identification of new market opportunities. The role of social marketing, data base research, and evaluation design and interpretation are addressed.</td>
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<td>HCS 542</td>
<td>HEALTH CARE RESEARCH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the application of health care research methods. Emphasis will be placed on using evidenced based concepts to analyze current health care workplace issues, including the development of an effective research question, literature reviews, and concepts related to data design and collection.</td>
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<tr>
<td>HCS 545</td>
<td>HEALTH LAW AND ETHICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Students analyze current ethical and bioethical issues in healthcare and the legal foundations of the health industry. Students will explore topics that include legal aspects of legislation, regulation, and ethics and their impact on stakeholders.</td>
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<tr>
<td>HCS 548</td>
<td>FOUNDATIONS OF GERONTOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces students to the field of gerontology and focuses on the aspect of aging. Emphasis will be placed on the basic conceptual and theoretical perspectives on aging using a multidisciplinary framework. Students will uncover the myths and stereotypes of aging, demographic changes occurring in the U.S., available programs and services, and current issues affecting older adults.</td>
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<tr>
<td>HCS 549</td>
<td>EVALUATION METHODOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides the student with the research methodology for health services research. Models of evaluation are examined and components such as stakeholder analysis, cost benefit effectiveness, decision-modeling, and statistical techniques are applied to decision making in health care organizations.</td>
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<td>HCS 550</td>
<td>HEALTH CARE POLICY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will provide students with an understanding of how health care policy influences systems and the delivery of care. Policymakers who influence the health status of a society will be identified as well as the role of economic health, interest groups, and the various levels of government involved in policymaking will be examined. Challenges, stakeholder impact, and organizational behavior, all caused by policy requirements, will be identified.</td>
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<tr>
<td>HCS 551</td>
<td>BIOLOGICAL AND PSYCHOLOGICAL ASPECTS OF AGING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the physical process of aging and the effects on physical and mental health. These topics are applied to disease prevention, health maintenance, and selected disorders that effect health and independent living. Public policy and program development issues will also be addressed to promote the health of the aging population.</td>
</tr>
<tr>
<td>HCS 552</td>
<td>HEALTH CARE ECONOMICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the application of macro and micro economic tools to the health care industry. Content includes demand management; concepts of efficiency, production and distribution of health care services; impact of regulation and reimbursement; and economic incentives in health care. Students apply principles to a variety of business models.</td>
</tr>
<tr>
<td>HCS 557</td>
<td>SOCIAL AND CULTURAL ASPECTS OF AGING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the social and cultural perspectives on aging. Public and personal aspects of aging will be addressed through historical, theoretical, cultural, and social venues. Topics will include work and retirement, social policy, older people as social and political forces, care needs, diversity, economics, social support, and disability.</td>
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<th>Course Code</th>
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<tr>
<td>HCS 565</td>
<td>ORGANIZATION AND MANAGEMENT OF AGING SERVICES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines a variety of services currently available for aging adults and their families. Students will learn the basic principles for planning, organizing, implementing, and coordinating programs and services intended for maturing adults. Topics include community programs, policy, institutional services, religious-based and other nonprofit resources, contracted service providers, and residential facilities.</td>
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<tr>
<td>HCS 567</td>
<td>ENTREPRENEURSHIP IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will set up the context of entrepreneurship and new business development; examine the characteristics of entrepreneurs, identifying and quantifying market opportunities in the health care market, as well as conceptualizing the resources and capabilities needed. Topics include opportunity assessment, regulated industry implications and requirements, as well as the challenges of expansion within an existing enterprise.</td>
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<tr>
<td>HCS 571</td>
<td>FINANCIAL RESOURCE MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Processes of budget preparation, analysis, and monitoring are essential for analyzing the financial performance of an organization, service, or system. Concepts of financial accounting and reporting, as well as basic economic principles, are applied. Students use budgetary and economic concepts and principles for financial decision-making for a health care service or unit.</td>
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<tr>
<td>HCS 577</td>
<td>FINANCIAL MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course presents the concepts of financial accounting important to the understanding of the financial environment of the health care industry. Students interpret financial statements, prepare analyses of financial data necessary to make decisions, describe the different third party payment methods, experiment with cost finding and price setting, and conduct break-even analyses. The course provides students with experience in capital and operating budgets, and financial forecasts.</td>
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<td>HCS 578</td>
<td>ETHICAL, LEGAL, AND REGULATORY ISSUES IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Ethical principles and decision-making models are used to address and understand complex health care issues. Legal concepts and regulatory agency and other public policies influence the direction and financing of health care.</td>
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<td>HCS 586</td>
<td>HEALTH CARE STRATEGIC MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This is the capstone course for the graduate health care programs. The development and presentation of health care organization’s strategic plan will demonstrate mastery of the critical content as the principles relate to the health care industry. Special emphasis is placed upon consumer demand, market volatility, regulatory and fiscal constraints from the perspective of strategic management. The learner will demonstrate understanding of the critical importance of strategic management and planning within the dynamic, complex, and evolving nature of the health care industry.</td>
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<tr>
<td>HCS 587</td>
<td>CREATING CHANGE WITHIN ORGANIZATIONS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Diffusion of innovations models in health care systems use principles of planned change within a dynamic organizational environment. Communication skills, such as negotiation and conflict resolution, help leaders analyze and respond to health care needs while using resources efficiently.</td>
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<tr>
<td>HCS 588</td>
<td>MEASURING PERFORMANCE STANDARDS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Quality improvement initiatives rely upon data from monitoring program implementation and evaluating program outcomes to determine achievement of program objectives. The processes of developing and revising monitoring and outcome measures are used to help determine progress toward meeting accreditation and regulatory standards.</td>
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<tr>
<td>HCS 589</td>
<td>HEALTH CARE STRATEGIC MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This is the capstone course for the graduate health care programs. The development and presentation of health care organization’s strategic plan will demonstrate mastery of the critical content as the principles relate to the health care industry. Special emphasis is placed upon consumer demand, market volatility, regulatory and fiscal constraints from the perspective of strategic management. The learner will demonstrate understanding of the critical importance of strategic management and planning within the dynamic, complex, and evolving nature of the health care industry.</td>
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<tr>
<td>HCS 591</td>
<td>CREATING A SUSTAINABLE HEALTH CARE ORGANIZATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course explores the challenges faced by health care organizations as they create an environment focused on sustainability. Understanding sustainability, assessing institutional practices, supporting behavioral change, organizational leadership, and exploring innovation are examined.</td>
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<tr>
<td>HCS 593</td>
<td>ECONOMICS OF SUSTAINABILITY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the economic issues related to the management of resources in the creation of lean green environmentally focused organizations. Topics include financial implications, economic analysis of sustainable goods and resources, as well as measures collaborating with external programs and services.</td>
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<tr>
<td>HCS 596</td>
<td>ISSUES IN ENVIRONMENTAL SUSTAINABILITY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Sustainability strategies are evolving and transforming the landscape of health care. This course will explore the impact of technology, regulations, societal and community interactions, and use of evidenced based knowledge to support environmental sustainability.</td>
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<td>HEA 500</td>
<td>LEADERSHIP AND PROFESSIONAL IDENTITY</td>
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<td>College of Education</td>
<td>This course is the first step in developing a professional identity in a higher education leadership position. Students will begin the program by reflecting on their personal traits and career goals while exploring various higher education administrative roles to gain insight about their professional direction. Students will also acquire graduate-level academic writing and research skills necessary for success in a graduate program. Finally, students will investigate professional associations that will provide them with networking opportunities and professional resources.</td>
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<td>HEA 520</td>
<td>LEADERSHIP FOR THE FUTURE</td>
<td>3</td>
<td>College of Education</td>
<td>This course prompts students to investigate the past, pay attention to the present, and envision and anticipate the future of higher education. Students will examine and differentiate between trends and shifts in higher education, and they will practice preparing for transformation in various administrative aspects such as institutional mission, organizational structure, policy, advocacy, and delivery models.</td>
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<td>HEA 530</td>
<td>LEADERSHIP AND THE LAW</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the state and federal laws governing higher education. Learners will deconstruct current policies in higher education and apply this knowledge to case studies of current issue in higher education administration.</td>
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<td>HEA 540</td>
<td>LEADERSHIP AND COMMUNITY</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the interconnectedness of higher education institutions and local and global communities. Learners will analyze the role of the higher education administrator in building partnerships with various local stakeholders, and the social and economic impact these partnerships will have on industry and the local community.</td>
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<td>HEA 550</td>
<td>LEADERSHIP AND LEARNING</td>
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<td>College of Education</td>
<td>This course focuses on the administrator as the instructional leader in higher education. Learners will examine theories of adult learning and how they impact curriculum choices. Learners will analyze and evaluate various instructional and assessment strategies and delivery models to address the needs of a diverse adult student population.</td>
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<td>HEA 560</td>
<td>LEADERSHIP AND STUDENT SUCCESS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the administrator's role in empowering and engaging students of a higher education institution through the support systems and services dedicated to student success. Learners will apply leadership principles to these service areas to create a safe, welcoming environment for diverse populations and help students successfully manage their education. Learners will examine strategies for recruiting and retaining traditional and nontraditional students.</td>
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<tr>
<td>HEA 570</td>
<td>LEADERSHIP AND RESOURCES</td>
<td>3</td>
<td>College of Education</td>
<td>Learners will investigate and analyze the budgetary process in higher education. The decision making process and the influence of financial aid, grants, major stakeholders, and personnel in higher education administration will be discussed and evaluated.</td>
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<td>HEA 580</td>
<td>LEADERSHIP AND YOU</td>
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<td>College of Education</td>
<td>This course will challenge learners to further develop their professional identity by reflecting on their communication skills and leadership style, and the effect that these personal qualities will have on the organizational culture. Learners will analyze various conflict management strategies, change management models, and decision making models, and apply them to relevant higher education administration situations.</td>
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<td>HEA 590</td>
<td>LEADERSHIP IN ACTION</td>
<td>3</td>
<td>College of Education</td>
<td>Learners will apply problem-solving strategies to real-world higher education administration scenarios. Reflective and critical decision making practices will be applied to case studies as learners work on building leadership and team strategies.</td>
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<tr>
<td>HEA 711</td>
<td>HISTORY AND PHILOSOPHY OF HIGHER EDUCATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course presents the historical origins and development of higher education and its influence on the development of postsecondary education in the United States. Through ontological and epistemological lenses, students will examine the philosophical perspectives on cultural values, beliefs (both secular and non-secular), and goals of education from classical times through modern American higher education.</td>
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<tr>
<td>HEA 712</td>
<td>HIGHER EDUCATION LAW, POLICY AND THE REGULATORY ENVIRONMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students will evaluate how higher education institutions operate within a regulatory framework created by local, state and federal statutory law, case law, policies created by governmental agencies as well as various accrediting bodies. Major topics include systems of higher education governance, faculty, administrator and staff employment issues, student rights and conduct, technology, intellectual property and risk management. The impact of social and political constructs and stakeholder perspectives will be evaluated as it relates to the creation of a comprehensive ethical and legal approach to problem solving and policy development.</td>
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<tr>
<td>HEA 713</td>
<td>HIGHER EDUCATION ECONOMICS, FINANCE AND STRATEGIC PLANNING</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course introduces and examines the major features of the financial operations and functions, and decision making within various types of higher education institutions. Strategic financial planning and global market influences, in the context of higher education institutions will be addressed.</td>
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<tr>
<td>HEA 721</td>
<td>ORGANIZATIONAL THEORY, INNOVATION AND CHANGE MANAGEMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students will analyze the factors that have resulted in contemporary innovative changes in higher education. The course will focus on leadership influences in the evaluation and application of change management models, strategies, and tactics that promote effective institutional innovation.</td>
</tr>
<tr>
<td>HEA 722</td>
<td>ACADEMIC AND STUDENT AFFAIRS ADMINISTRATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, major functions housed in the academic division of colleges and universities will be analyzed. Major functions of student affairs administration will also be analyzed. Emerging issues in the academic and student affairs profession will be evaluated as they relate to the achievement of the institutional mission.</td>
</tr>
<tr>
<td>HEA 731</td>
<td>STUDENT DEVELOPMENT, ADULT EDUCATION, AND STUDENT DIVERSITY</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will provide an understanding of traditional, non-traditional and diverse students in higher education through an examination of the psychosocial, cultural, cognitive-structural, and identity theories related to student development.</td>
</tr>
<tr>
<td>HEA 732</td>
<td>CURRICULUM DEVELOPMENT, ASSESSMENT, AND PROGRAM EVALUATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, students will explore contemporary curriculum issues including creating appropriate learning outcomes, developing high-impact educational practices, and striking a balance between general education and major courses. The course will also focus on using evidence-based decision making in program course curriculum development and change processes. Program evaluation models and methods and accreditation processes utilized in higher education will be explored.</td>
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<td>HEA 733</td>
<td>GLOBAL MODELS AND INTERNATIONAL ISSUES IN HIGHER EDUCATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will provide a comparative perspective of higher education systems in countries around the world. The relationship between educational systems and historical, social and political factors will be evaluated. International governance structures and accreditation processes will be analyzed and compared. Current international issues in higher education will also be explored.</td>
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<tr>
<td>HIFISIMWK</td>
<td>NURSING LAB SIMULATION</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>Students will be involved in High Fidelity Simulation experience at the Nursing Center under the direction of Simulation Faculty.</td>
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<tr>
<td>HIS 110CA</td>
<td>U.S. HISTORY TO 1865</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course recounts the story of the United States by looking at the experiences of the many diverse races and nationalities. When woven together, these diverse races and nationalities have created this country. Students will learn to appreciate the contributions of various peoples which have made contributions to the American culture. Particular emphasis will be placed on America's colonial origins, the American Revolution and the creation of a republican government under the Constitution. Emphasis is also placed on westward expansion, section divisions over slavery and causes consequences of the Civil War.</td>
</tr>
<tr>
<td>HIS 115</td>
<td>US HISTORY TO 1865</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys social, political, and economic events that shaped the United States from its first inhabitants to 1865. Students delve into historical events in North American history ranging from Spanish and English colonization to the fight for an individual, American independence, culture, and government, to the Civil War. This course equips students with a general understanding of important early historical events that have played a role in our current social, political, and economic environment.</td>
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<tr>
<td>HIS 120CA</td>
<td>U.S. HISTORY 1865 TO 1945</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course recounts the story of our country by looking at the experiences of the many diverse races and nationalities that, woven together, have created the United States of America. Students will learn to appreciate the contributions various peoples have made to the American culture. Emphasis will be placed on how both compromise and conflict have played major parts in American history.</td>
</tr>
<tr>
<td>HIS 125</td>
<td>US HISTORY FROM 1865 TO 1945</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines U.S. social, political, and economic events between 1865 and 1945. Students will learn to appreciate the significance of key historical events and figures, including the rise of big business, urbanization, World War I, the Great Depression, and World War II. This course equips students with a general understanding of how important historical events impact future development of the United States.</td>
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<tr>
<td>HIS 135</td>
<td>THE AMERICAN EXPERIENCE SINCE 1945</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is an overview of the principal social, political, economic, and global events which have shaped the American experience since World War II. Understanding modern American history is a necessity in today's ever-changing world. This course aims to supply the tools for understanding current political, social, cultural, and economic problems in the US by applying an historical perspective to analyze contemporary issues.</td>
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<tr>
<td>HIS 265</td>
<td>HAWAII: HISTORY AND CULTURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a survey course in the history of Hawaii from Polynesian origins to contemporary multi-cultural society. This course traces the impact of major events, historical figures, and cultures on the development of Hawaii; and considers the Hawaiian response to these forces.</td>
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<tr>
<td>HIS 276CA</td>
<td>GLOBAL CIVILIZATIONS 1400-1700</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the establishment of world civilizations during the European Middle Ages through the 1700s. The principle social, cultural, political, economic, and global developments that influenced multiple civilizations during this period will be explored. The framework of this course will provide a societal understanding by applying historical perspectives to contemporary issues.</td>
</tr>
<tr>
<td>HIS 301</td>
<td>UNITED STATES CONSTITUTION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a five-week introduction to the historical, political, philosophical, and economic roots of the U.S. Constitution. It first reviews the philosophical arguments of the Federalists and the Anti-Federalists, those that supported and opposed ratification of the Constitution. The course then examines milestone Supreme Court decisions and their evolving interpretations of the Constitution. This course focuses on the first ten amendments of the Constitution know as the Bill of Rights as well as later amendments and the issues of slavery and civil rights as seen through major court decisions.</td>
</tr>
<tr>
<td>HIS 305</td>
<td>CALIFORNIA STATE HISTORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with the political, economic, and social history of California. Topics include Pre-Columbian California; the early exploration and founding of California; the Gold Rush, the Railroad Era, and current challenges faced by the state.</td>
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<tr>
<td>HIS 311</td>
<td>NEVADA AND U.S. CONSTITUTION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a study of the history and development of the Nevada and U.S. Constitutions, particularly during the 20th century. The historical, political, economic, and social foundations upon which the U.S. Constitution was built and the philosophies of the proponents and opponents of its adoption are analyzed. Selected provisions of the Nevada Constitution and, in particular, Article 1 of the Declaration of Rights are also analyzed.</td>
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<td>HIS 335</td>
<td>EUROPE AND THE WORLD WARS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course discusses the causes and history of World War I, the interwar era, and World War II, with a particular emphasis upon social, political, and economic developments during the period.</td>
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<tr>
<td>HIS 341</td>
<td>ANCIENT WORLDS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with the opportunity to study the historical and cultural developments of Ancient Worlds including Egypt, Greece, and Rome.</td>
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<tr>
<td>HIS 349</td>
<td>THE HISTORY OF MODERN CHINA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with a survey of the final century of dynastic rule and the rise to power of the Nationalist and Communist parties. Social and cultural developments, the impact of Western imperialism, and the evolution of revolutionary ideologies are highlighted throughout the course.</td>
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<tr>
<td>HIS 355</td>
<td>THE HISTORY OF MODERN MEXICO</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course presents an analysis of the historical, cultural, social, economic, and political development of Mexico from 1821 to the present.</td>
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<td>HIS 356</td>
<td>THE HISTORY OF AFRICA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the events and processes leading up to the colonization of Africa, and the subsequent changes in African society under colonial rule and after independence.</td>
</tr>
<tr>
<td>HIS 403</td>
<td>FOUNDATIONS OF AMERICAN FOREIGN POLICY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with a review of U.S. diplomatic relations with Europe, Latin America, and Asia from the Declaration of Independence to the First World War.</td>
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<tr>
<td>HIS 458</td>
<td>HISTORY OF HUMAN DISCOVERY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course seeks to provide an interdisciplinary approach to human discovery by investigating the minds, hearts, and actions of some of the significant people and events in the history of human development.</td>
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<tr>
<td>HIS 501.X</td>
<td>U.S. CONSTITUTION</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides a brief history to establish a foundation of understanding of the U.S. Constitution. An actual study of the U.S. Constitution takes place.</td>
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<td>HIS 510</td>
<td>AZ CONSTITUTION</td>
<td>1</td>
<td>College of Education</td>
<td>This course provides an overview of Arizona history from its preterritorial days to the present. Participants examine the original intent and current influence of the Arizona Constitution and the constitutional issues impacting Arizona. The organization of Arizona schools, including funding, is addressed.</td>
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<tr>
<td>HIS 511</td>
<td>U.S. CONSTITUTION</td>
<td>1</td>
<td>College of Education</td>
<td>This course is a study of the creation, application, and viability of the United States Constitution. Participants examine the Constitution’s historical and philosophical origins to better understand its original intent, evolution, and current usage, specifically through its interpretation in changing social and political climates. Emphasis is on the Constitution’s influence on education in the United States.</td>
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<tr>
<td>HIS 512</td>
<td>NV CONSTITUTION</td>
<td>2</td>
<td>College of Education</td>
<td>This course is designed to meet the Nevada teacher licensure requirements aligned to Nevada school law and Constitution. Participants are introduced to educational law and related research, fundamental law concepts including state and federal case briefings of significant court decisions, and Nevada statutory and regulatory materials. Codes of ethics and morality related to educational law are also addressed. This is a Nevada-specific course.</td>
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<tr>
<td>HLTH 500</td>
<td>HEALTH AND NUTRITION FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of health and nutrition education for the K-12 classroom teacher. Topics include wellness and nutrition, cardiovascular health and exercise, stress management, the use and abuse of alcohol, tobacco, and drugs, and sexually transmitted diseases. Participants assess personal health habits through health assessments and reflections. Plans and resources for sharing important health and nutrition information with students are also explored.</td>
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<td>HM 370</td>
<td>HOSPITALITY MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of the fundamental concepts that make up the hospitality industry. Students will gain a current perspective and understanding of the impact of travel and tourism while examining hospitality issues, trends, e-business implications, and operational structures.</td>
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<tr>
<td>HM 475</td>
<td>HOSPITALITY DECISION ANALYSIS</td>
<td>3</td>
<td>School of Business</td>
<td>This capstone course integrates the principles and concepts of hospitality operations management. Upon completion of this course, students will be able to prepare a service delivery model, conduct financial analyses, and develop sales and marketing strategies within a hospitality organization.</td>
</tr>
<tr>
<td>HM 476</td>
<td>HOSPITALITY DECISION ANALYSIS APPLIED CAPSTONE</td>
<td>3</td>
<td>School of Business</td>
<td>This applied capstone course integrates the principles and concepts of hospitality operations management. Upon completion of this course, students will be able to prepare a service delivery model, conduct financial analyses, and develop sales and marketing strategies within a hospitality organization.</td>
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<tr>
<td>HM 482</td>
<td>HOSPITALITY ANALYTICS FOR DECISION MAKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course enables a student to extract meaningful information from hospitality data, to better position the hospitality enterprise for success in the marketplace. Topics to be covered include an introduction to data analysis skills for the hospitality industry, market segmentation, understanding measures of business performance, hospitality analytics (events, travel, tourism), and property analytics (hotel, CHIA).</td>
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<td>HPE 270</td>
<td>PHYSICAL EDUCATION AND HEALTH FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course will help students identify the importance of a healthy lifestyle with the knowledge of human movement and motor skills. Students will explore the principles of exercise science and its impact on health, while developing self-confidence and self-worth. This course also defines and provides a context for the classroom teacher to teach and assess K-8 students in the area of physical education and health based on state and national standards. This course includes framework-based teaching strategies effective in helping K-8 students develop a variety of motor skills and abilities, recognize the importance of a healthy lifestyle and the goals of lifelong health, gain knowledge of human movement, understand growth and development, and learn the rules and strategies of games and sports. Instructional approaches for the integration of physical education and health with other content areas are explored.</td>
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<tr>
<td>HRM 300</td>
<td>FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the critical role of human achieving resources in business results. The course will help students to have a solid understanding of the fundamentals of human resource management and its strategic relevance in business today. This course will provide students with a critical perspective on the development of human capital in the context of a unified system of attracting, retaining and developing talent that creates and supports the vision and values of the organization. Students will develop an understanding of the critical business implications for human resource professionals today.</td>
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<tr>
<td>HRM 310</td>
<td>CHANGE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines both the human and organizational aspects of change. Topics include identifying the types and sources of change, human and organizational resistance to change, theories of managing change, and developing skills that will enable the student to lead, implement, and sustain change.</td>
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<tr>
<td>HRM 324</td>
<td>TOTAL COMPENSATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores topics in basic total compensation design and decision-making. It will provide the student with knowledge and skills required for planning, developing, and administering total compensation programs that are compliant with government laws and regulations. Topics include: wage decisions, budgeting, benefits, incentive plans, and retirement plans.</td>
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<td>HRM 326</td>
<td>EMPLOYEE DEVELOPMENT</td>
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<td>School of Business</td>
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<td>This course explores the role and relevance of</td>
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<td>employee development in today’s business</td>
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<td>environment. This course will also provide</td>
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<td>students with a thorough understanding of the</td>
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<td>legalities impacting employee development, the</td>
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<td>strategic role that employee development plays</td>
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<td>in an organization, and the impact education</td>
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<td>has on employee motivation. The course will</td>
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<td>also explore methods of program design,</td>
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<td>development, and assessment.</td>
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<td>HRM 350</td>
<td>INTERNATIONAL HUMAN RESOURCE MANAGEMENT</td>
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<td>School of Business</td>
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<td>This course is an overview of international</td>
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<td>human resources management practices with</td>
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<td>emphasis on human resources challenges and</td>
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<td>opportunities facing global business enterprises</td>
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<td>Students will examine human resources</td>
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<td>management in the global business environment.</td>
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<td>Upon completion of this course, students will</td>
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<td>be able to identify, and evaluate global HR</td>
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<td>strategies and practices to increase</td>
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<td>organizational effectiveness and efficiency.</td>
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<td>HRM 420</td>
<td>HUMAN RESOURCE RISK MANAGEMENT</td>
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<td>School of Business</td>
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<td>This course introduces students to risk</td>
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<td>management in a human resources department</td>
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<td>context. The course introduces basic risk</td>
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<td>management concepts that the student can apply</td>
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<td>to HR responsibilities of an organization to</td>
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<td>avoid or mitigate potential liabilities. Topics</td>
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<td>will health and safety, security, crisis</td>
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<td>management, legal compliance, employment</td>
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<td>and discrimination issues.</td>
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<td>HRM 498</td>
<td>STRATEGIC HUMAN RESOURCE MANAGEMENT AND EMERGING</td>
<td>3</td>
<td>School of Business</td>
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<td>ISSUES</td>
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<td>This course focuses on strategic HR management</td>
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<td>and key issues that are opportunities and</td>
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<td>challenges for the HR function. The course</td>
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<td>explores how to align human resource management</td>
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<td>(HRM) with business strategies, and the</td>
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<td>emerging issues facing business. Students will</td>
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<td>evaluate the HRM competencies and leadership</td>
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<td>skills needed for a strategic HRM plan. Students</td>
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<td>will examine what strategic HRM planning is</td>
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<td>and how to do it, as well as learning how</td>
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<td>to manage the necessary change in emerging</td>
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<td>business environments. The course will define</td>
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<td>the new roles and expectations of companies for</td>
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<td>the HRM functions.</td>
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<td>HRM 531</td>
<td>HUMAN CAPITAL MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to address the concepts of personnel development as managers. Students learn criteria for developing effective job analysis, appraisal systems, and appropriate career development plans for employees. Other topics include personnel selection, employee compensation, benefits, training, workplace diversity, discipline, employee rights, unions, and management behaviors.</td>
</tr>
<tr>
<td>HRM 532</td>
<td>HUMAN CAPITAL DEVELOPMENT IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to apply human capital development concepts in a public sector. Students will create plans for managing human capital in an environment of political appointment. Other topics, at the state and local level, include recruitment, development &amp; retention of employees, motivation, performance evaluation, employee employer relationship, personnel policies &amp; politics, and public service ethic.</td>
</tr>
<tr>
<td>HRM 546</td>
<td>HUMAN RESOURCE LAW</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares human resource managers to comply with human resource laws and regulations across all jurisdictions. Students learn how to manage human resource functions within a regulatory environment. Other topics include laws and regulations related to the following: workforce planning and employment, human resource development activities, compensation and benefits, labor relations, and workplace safety.</td>
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<tr>
<td>HRM 548</td>
<td>RECRUITMENT AND RETENTION PRACTICES</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to evaluate and develop a workforce to attain organizational goals. Students learn to develop total reward strategies that attract and retain the best employees. Other topics include recruitment strategies, workforce planning and assessment, relocation practices, right sizing, negotiation, employment policies, and global compensation practices.</td>
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<td>Course Code</td>
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<td>Credit Hours</td>
<td>School of Business</td>
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<td>HRM 552</td>
<td>ORGANIZATIONAL TRAINING AND DEVELOPMENT</td>
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<td>School of Business</td>
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<td>This course applies development and training concepts to enhance organizational performance. Students develop an employee engagement strategy. Other topics include training program development &amp; delivery, employee relations, organizational development theories and applications, behavioral issues, and performance management.</td>
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<tr>
<td>HRM 554</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td>3</td>
<td>School of Business</td>
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<td>This course applies health and safety principles to reduce hazards to a productive work environment. Students create a prevention program to promote occupational safety and health. Other topics include injury and illness compensation, safety risks, security risks, workplace violence, health and safety practices, emergency response plans, and issues related to substance abuse.</td>
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<tr>
<td>HRM 558</td>
<td>RESEARCH IN HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
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<td>This course applies research methods to human resource functions. Students learn to use quantitative analysis and secondary research to recruit and select employees to meet organizational goals. Other topics include forecasting, evaluation of selection tests, application of selection tests, interviewing techniques, techniques to assess training program effectiveness, job evaluation methods, and external labor market analysis.</td>
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<td>HRM 595</td>
<td>HUMAN RESOURCE CAPSTONE COURSE</td>
<td>3</td>
<td>School of Business</td>
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<td>This content area capstone course applies human resource concepts to improve organizational effectiveness within the framework of employment laws and regulations. Students apply existing professional standards and theories to human resource management. Other topics include the alignment of human resource strategy with the organization, global workforce planning, career and leadership development, and performance analysis and appraisal.</td>
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<td>HRM PA533</td>
<td>HUMAN CAPITAL DEVELOPMENT IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to apply human capital development concepts in a public sector. Students will create plans for managing human capital in a public and political environment. Other topics, at the state and local level, include recruitment, development &amp; retention of employees, compensation, motivation, performance evaluation, employee employer relationship, personnel policies &amp; politics, and public service ethic, union management relations, employee employer relations.</td>
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<tr>
<td>HS 205</td>
<td>HUMAN SERVICE HELPING PROCESS AND SELF-CARE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course overviews the foundations of human services as the field applies to community assistance and support. Student will identify the skills necessary to help people. Emphasis will be placed on developing healthy relationships with clients, identifying, and improving helping skills. Student will examine techniques of self-care and support for the human service worker, to include stress management, crisis and shock techniques and ways to not internalize some of the difficult work of human service professionals.</td>
</tr>
<tr>
<td>HS 215</td>
<td>INTRODUCTION TO THE HUMAN SERVICES PROFESSION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the depth in which the human service profession affects our nation's communities. Student will define what community is and outline the needs of communities related to children, seniors and families as a whole. Special attention will be given to events that shaped human services in the last 20 years.</td>
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<tr>
<td>HS 225</td>
<td>INTRODUCTION TO CASE MANAGEMENT AND HELPING STRATEGIES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course assists in the discovery process of case management and what it means to help. Students will gain a better understanding of the roles, responsibilities, and the planning required in successfully managing caseloads involving clients. Students will deepen their perception of what it means to intervene, monitor and react to behaviors, successfully implement problem solving techniques, and the differences between giving advice and rendering action plans to human service clients.</td>
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<td>Course Code</td>
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<td>HS 235</td>
<td>PUBLIC POLICY, SOCIAL WELFARE, AND RESEARCH</td>
<td>3</td>
<td>This course describes the task of assessing needs in a community. Students will learn the meaning and perception of the term welfare and examine national and state data to understand the tenets of need, and how communities are charged with helping individuals navigate through program requirements and guidelines. Students will review public policy as it relates to welfare. A final research activity will be completed to show student comprehension of these complex topics.</td>
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<tr>
<td>HS 245</td>
<td>FUNDAMENTALS OF WORKING WITH PEOPLE</td>
<td>3</td>
<td>This course is designed to provide students an overview to understand the multi-tiered outlook required to effectively understand people. Emphasis will be placed on the notion of people being different, and one solution does not fit everyone. Students will evaluate how race, gender, social class and religious contexts influence a person’s ability to accept help. Students will have an opportunity to look at their own biases and develop methods to not use bias while working with special populations.</td>
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<tr>
<td>HS 255</td>
<td>HUMAN SERVICE CAPSTONE COURSE</td>
<td>3</td>
<td>This course is a culmination of the human services program content, integrating students’ education and experiences from previous courses. Students will construct a portfolio to include a personal philosophy as it relates to their desire to work in human services, a summation of how needs are assessed in communities, what was learned during human service agency and community observations, a case management case study synopsis, and a mission statement and executive summary of the personal understanding of the helping profession and people.</td>
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<tr>
<td>HSM 210</td>
<td>HUMAN SERVICES IN THE UNITED STATES</td>
<td>3</td>
<td>This course is a foundation for studies of human services in the United States. It provides an overview of the evolution of American human services delivery systems, including historical perspectives, as well as current and future trends. It covers the role of human services workers, how needs are determined and met, and factors that affect the delivery of services such as theoretical perspectives, social policies, and government regulations. Community advocacy, prevention techniques, contemporary issues, and careers in the human services industry are also examined.</td>
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<tr>
<td>HSM 220</td>
<td>HUMAN SERVICES ADMIN: SO YOU WANT TO HELP PEOPLE</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course discusses the roles and responsibilities of administrators in human services organizations. It covers recent studies related to the changing contexts of human services delivery, leadership, organizational culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social entrepreneurship, partnership, and collaboration.</td>
</tr>
<tr>
<td>HSM 230</td>
<td>ETHICAL ISSUES IN HUMAN SERVICES ORGANIZATIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course explores the legal and ethical environments of human service organizations. Students consider tools and traditions for ethical decision-making, the role of the leader, and the role of organizational culture in sustaining a moral vision, and the design of and need for legal and ethical oversight. Students analyze current ethical and legal dilemmas and controversies through case studies and debate.</td>
</tr>
<tr>
<td>HSM 240</td>
<td>PUBLIC POLICY DEVELOPMENT IN HUMAN SERVICES</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the formation and execution of public policy and programs by government and private organizations within human services. Emphasis is placed on evaluative and analytical approaches for determining positive and negative characteristics of policies and programs. Students will learn to analyze and critique organizations and the policies and programs within those organizations.</td>
</tr>
<tr>
<td>HSM 260</td>
<td>FINANCIAL MANAGEMENT FOR HUMAN SERVICE MANAGERS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the conceptual understanding and practice of financial management as it applies to human service agencies. Students complete the course with a better understanding of basic accounting concepts, budgets and budgeting systems, how to create performance measures, and the ability to analyze financial statements for the purpose of cost analysis and forecasting. Aspects of setting fees, funding and risk management are also covered.</td>
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<td>HSM 270</td>
<td>PROGRAM PLANNING AND GRANT PROPOSAL WRITING IN HUM SERV</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides practical knowledge in program planning, grant proposal writing, and program evaluation. Students will examine the planning process from conceptualization to implementation and evaluation. Also discussed is how to locate private and public funding for human service programs and agencies.</td>
</tr>
<tr>
<td>HSN 251</td>
<td>CRITICAL THINKING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This five-week course in critical thinking and informal logic helps students develop the ability to reason clearly and critically. It includes an introduction to the disciplines of inductive and deductive logic, fallacious reasoning, and problem-solving techniques. Emphasis is placed on the identification and management of the perception process, use of assumptions, emotional influences, and language in various forms of business communication.</td>
</tr>
<tr>
<td>HSN 300</td>
<td>PHARMACOLOGY I</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the registered nurse’s role in safe medication administration. Students develop skills and techniques for calculating medication dosages and interpreting physician orders, medical records, and medication labels. Patient education is also addressed.</td>
</tr>
<tr>
<td>HSN 302</td>
<td>UNDERGRADUATE NURSING STUDIES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to aid learners in critical thinking, teamwork, basic research, and oral and written communication skills. Students will develop strategies for achieving educational goals in the undergraduate nursing program as well as in professional development. Students will be introduced to University of Phoenix resources, including the Online Learning System, Centers for Math and Writing Excellence, and University Library. This course will include an orientation to the partnering educational institution.</td>
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<td>Course Code</td>
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<tr>
<td>HSN 310</td>
<td>PHARMACOLOGY II</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course builds on the knowledge and skills of Pharmacology I. This course provides basic pharmacological principles and therapeutics of medications. The course emphasizes evidence-based treatment guidelines in the application of pharmacology to nursing practice with a focus on safe patient care.</td>
</tr>
<tr>
<td>HSN 375</td>
<td>INFORMATICS FOR PATIENT-CENTERED CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines electronic modalities that assist in patient-centered health care management. Topics include informatics, automation of data management, and evaluation of information systems. A key focus is the relationship between technology in health care delivery and patient safety.</td>
</tr>
<tr>
<td>HSN 376</td>
<td>HEALTH INFORMATION TECHNOLOGY FOR NURSING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines electronic modalities that assists in patient-centered health care management. Topics include informatics, automation of data management, and evaluation of information systems. A key focus is the relationship between technology in health care delivery and patient safety.</td>
</tr>
<tr>
<td>HSN 470</td>
<td>HEALTH POLICY, LAW, AND ETHICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the interrelationships of legal decisions, health policy development, legislation, and regulation in the context of contemporary issues to the RN generalist role. Students will analyze legislative impact on nursing practice, ethical issues, ANA Code of Ethics and regulatory governance.</td>
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<tr>
<td>HSN 475</td>
<td>HEALTH POLICY AND FINANCE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the role of the nurse as an influential leader in health care. Topics include advocacy, financial accountability, and social responsibility at local, national, global levels. A key concept is the interrelationships among health policy, legislation, regulation, finance, and practice.</td>
</tr>
<tr>
<td>HSN 476</td>
<td>HEALTHCARE POLICY AND FINANCIAL MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines the nurse’s role as a leader in healthcare. Topics include financial and resource management, cost controls, fiscal responsibility, and healthcare policies and reform. A key concept is the interrelationship among health policy, legislation, regulation, finance, and practice.</td>
</tr>
<tr>
<td>HSN 505</td>
<td>INTRODUCTION TO GRADUATE STUDIES IN NURSING</td>
<td>2</td>
<td>College of Health Sciences and Nursing</td>
<td>This course presents the University of Phoenix model and learning goals. A key focus of this course is an introduction to the role of masters-prepared nurses in professional practice. Topics include working in learning teams, academic honesty, graduate-level oral and written communication, APA guidelines, and professional presentations.</td>
</tr>
<tr>
<td>HSN 507</td>
<td>ADVANCED PHARMACOTHERAPEUTICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to provide the nurse practitioner student with the information and skills to initiate and monitor drug therapy. This course will integrate advanced knowledge regarding the clinical application of pharmacology and pharmacokinetics, techniques and methods of drug prescribing, approaches to data collection, and problem solving with discussions about drug therapy for common acute and chronic diseases. Emphasis will be on the practical application of important concepts used in clinical practice for clients across the lifespan.</td>
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<td>Course Code</td>
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<td>Credits</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>HSN 511</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides a firm foundation in the pathophysiology of the human body. It starts with the process of taking a health history, reviews based concepts of cellular function, then reviews the anatomical, physiological, and pathophysiological mechanisms of each major body system.</td>
</tr>
<tr>
<td>HSN 525</td>
<td>RESEARCH METHODOLOGIES FOR THE NURSE ADMINISTRATOR</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course introduces the role of the nurse administrator in health care organizations. Topics include organizational theory, performance, and structure; change management; systematic processes; and human resource management. This course requires 20 hours of clinical practicum.</td>
</tr>
<tr>
<td>HSN 540</td>
<td>TEACHING AND LEARNING STRATEGIES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course will focus on the concepts of learning, cognitive, and psychomotor learning, and the principles of adult learning. Selection and development of teaching strategies that enhance and facilitate learning will be explored.</td>
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<tr>
<td>HSN 544</td>
<td>DESIGN AND PROCESS OF CURRICULUM DEVELOPMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Development of curriculum for programs in higher education settings are examined. This course focuses on curriculum planning and design, as well as development of individual courses and their relationship to program mission, objectives, and outcomes.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College of Health Sciences and Nursing</td>
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<tr>
<td>HSN 548</td>
<td>ROLE OF THE HEALTH CARE NURSING EDUCATOR</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Responsibilities of faculty within various higher education settings are explored. Trends and issues that impact the educator role within changing health care and educational environments are discussed. Topics such as technological, legal, ethical, and professional dynamics are included.</td>
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<tr>
<td>HSN 552</td>
<td>ASSESSMENT AND EVALUATION OF LEARNING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>Methods of assessing learning in higher education are analyzed and applied in different learning situations. Processes and problems related to course learning assessments as well as evaluating programmatic outcomes are examined. Designing measures to evaluate learner and curricular outcomes are addressed.</td>
</tr>
<tr>
<td>HSN 555</td>
<td>HUMAN RESOURCES IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines principles of human resource management and personnel development needs in health care organizations. Topics include job analysis, appraisal systems, employee development and evaluation, forecasting of workforce needs, and legal considerations. This course requires 20 hours of clinical practicum.</td>
</tr>
<tr>
<td>HSN 560</td>
<td>ORGANIZATIONAL SYSTEMS AND INFORMATICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the integration of informatics in health care organizations. Topics include organizational effectiveness, systems management, and ethical considerations in data management. This course requires 20 hours of clinical practicum.</td>
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<td>Course Code</td>
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<tr>
<td>HSN 565</td>
<td>ORGANIZATIONAL CHANGE AND NEGOTIATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>The course examines the role of the nurse leader during organizational change. A key focus is the effect of change on health care delivery. Topics include principles and models of change, communication skills, and allocation of organization resources. This course requires 20 hours of clinical practicum.</td>
</tr>
<tr>
<td>HSN 570</td>
<td>FINANCIAL RESOURCE MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course examines financial resource management as used in health care organizations. Topics include budgeting, financial forecasts, analysis of financial performance, and business plan design. This course requires 20 hours of clinical practicum.</td>
</tr>
<tr>
<td>HSN 575</td>
<td>QUALITY MANAGEMENT AND OUTCOMES</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on quality management initiatives for improving health care delivery outcomes. Topics include models and theories of quality improvement, evaluation methods, and regulatory and accreditation standards. This course requires 20 hours of clinical practicum.</td>
</tr>
<tr>
<td>HST 112</td>
<td>WESTERN CIVILIZATION I: PREHISTORY TO MIDDLE AGES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the principle cultural, political, and economic, developments that shaped Western civilization from prehistory to the Middle Ages.</td>
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<td>Course Code</td>
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<tr>
<td>HST 113</td>
<td>WESTERN CIVILIZATION II: MIDDLE AGES TO FRENCH REVOLUTION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the principle social, cultural, political, economic, and global developments that shaped Western civilization from the Middle Ages to the French Revolution.</td>
</tr>
<tr>
<td>HST 114</td>
<td>WESTERN CIVILIZATION III: FRENCH REVOLUTION TO MODERN ERA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the principle social, cultural, political, economic, and global developments that shaped Western civilization from the French Revolution to the Modern Era.</td>
</tr>
<tr>
<td>HST 155</td>
<td>U. S. HISTORY TO 1865</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the social, political, economic, and global events that have shaped the American scene from colonial times through the Civil War period.</td>
</tr>
<tr>
<td>HST 165</td>
<td>U. S. HISTORY 1865 TO 1945</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of the social, political, economic, and global events affecting U.S. history from the Civil War through World War II.</td>
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<td>Course</td>
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<tr>
<td>HST 175</td>
<td>THE AMERICAN EXPERIENCE SINCE 1945</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is an overview of the principle social, political, economic, and global events which have shaped the American experience during the Cold War Era.</td>
</tr>
<tr>
<td>HST 205</td>
<td>ASIA HISTORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides a historical survey of Asia including India, China, Southeast Asia, Korea, and Japan. Emphasis is placed on the political, economic and social developments, and international relations.</td>
</tr>
<tr>
<td>HST 206</td>
<td>LATIN AMERICA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an historical survey Latin America with emphasis on political, economic and social developments, and international relations.</td>
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<tr>
<td>HST 275</td>
<td>GLOBAL CIVILIZATIONS TO 1500</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys the establishment of civilizations throughout the world to the 1500s. Emphasis is on the principle social, cultural, political, economic, and global developments that influenced multiple civilizations.</td>
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<td>Course Code</td>
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<tr>
<td>HST 276</td>
<td>GLOBAL CIVILIZATIONS SINCE 1500</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys global civilizations from Africa and the Americas to Eurasia to explore changes in communication, communities, demography, economics, environment, politics, religion, technology, warfare, and women.</td>
</tr>
<tr>
<td>HST 290</td>
<td>HISTORIANS AND HISTORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces the study of history as a scholarly discipline emphasizing significant historians, sub-disciplines of the field, and the foundational methodological and theoretical tools of historians for History majors.</td>
</tr>
<tr>
<td>HST 320</td>
<td>HISTORY RESEARCH METHODS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on research methods used in historical research and writing, and application of theories and methodologies to the analysis of historical materials. Emphasis is placed on research, writing, and critical thinking in historical contexts. For History majors only.</td>
</tr>
<tr>
<td>HST 337</td>
<td>MODERN EUROPE HISTORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course discusses the growth and development of European nations from the Early Modern Era to the present, with a focus on Europe’s social, political, and economic history.</td>
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<td>Course Code</td>
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<tr>
<td>HST 343</td>
<td>THE MIDDLE EAST</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the history of the Middle East emphasizing the influence of the West and modernization on the socio-cultural, political, and economic dynamics of the Middle East in the 19th and 20th centuries.</td>
<td></td>
</tr>
<tr>
<td>HST 359</td>
<td>MODERN RUSSIA AND THE SOVIET UNION</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with an overview of the history of modern Russia and the Soviet Union, including the decline of Imperial Russia, the Revolution of 1917, and collapse of the Soviet Union.</td>
<td></td>
</tr>
<tr>
<td>HST 409</td>
<td>AMERICAN REVOLUTION</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the American Revolutionary period from 1763 to 1789. Emphasis is on the political, economic, social, and cultural history of the American Revolution, the military course of the war, the political administration of the conflict, and the cultural impact on all Americans; concluding with the development of the Constitution.</td>
<td></td>
</tr>
<tr>
<td>HST 440</td>
<td>VIETNAM WAR: THE AMERICAN EXPERIENCE</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the American experience in the Vietnam War from 1945-1975. Building on a brief exploration of the colonial context that starts the war, the course will focus on the diplomatic and political course of the American war in Vietnam as well as the domestic consequences it wrought in the United States.</td>
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<td>Course Code</td>
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<tr>
<td>HST 498</td>
<td>HISTORY CAPSTONE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This capstone experience focuses on demonstrating history as a mode of discourse. Emphasis is placed on producing a capstone project that employs historical content, evidence, interpretation, and judgment using research methods, application of theories, critical reasoning, and precise historical writing. For History majors only.</td>
</tr>
<tr>
<td>HTT 200</td>
<td>HOSPITALITY: FOOD, SHELTER, AND FUN AWAY FROM HOME</td>
<td>3</td>
<td>School of Business</td>
<td>This course is an overview of the history, current trends, and general organizational structure of the hospitality industry. Additionally, the course covers topics such as recreational entertainment, economic impact of hospitality, and service standards. The course also gives students the opportunity to examine careers in tourism, foodservice, and lodging industries.</td>
</tr>
<tr>
<td>HTT 201</td>
<td>INTRODUCTION TO HOSPITALITY</td>
<td>3</td>
<td>School of Business</td>
<td>This course is an overview of the history, current trends, and general organizational structure of the hospitality industry. Additionally, the course covers topics such as recreational entertainment, economic impact of hospitality, and service standards. The course also gives students the opportunity to examine careers in tourism, foodservice, and lodging industries.</td>
</tr>
<tr>
<td>HTT 210</td>
<td>TRAVEL &amp; TOURISM: WORK, PLEASURE, FOREVER ENRICHING</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the tourism industry and its major components such as the travel mart, surface travel, air travel, business travel, cruises, and recreation. It covers current issues in tourism and their effect on the hospitality industry as a whole including economic, political, and cultural forces, and quality of life impacts on host locals. Career opportunities within travel and tourism are also discussed.</td>
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<td>Course Code</td>
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<td>School of Business</td>
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<tr>
<td>HTT 211</td>
<td>HOSPITALITY, TRAVEL, AND TOURISM, SUPERVISION</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the tourism industry and its major components such as the travel mart, surface travel, air travel, business travel, cruises, and recreation. It covers current issues in tourism and their effect on the hospitality industry as a whole including economic, political, and cultural forces, and quality of life impacts on host locals. Career opportunities within travel and tourism are also discussed.</td>
</tr>
<tr>
<td>HTT 220</td>
<td>IT IN H, T, AND T: WHEN DISTRIBUTION JOINS AUTOMATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the impact of information and communications technology on the structure and operations of the hospitality, travel, and tourism industry. It covers topics dealing with the interaction between consumers, intermediaries, operatives, and management through rapidly changing technologies. Effects on service quality, productivity, efficiency, and profitability will be examined.</td>
</tr>
<tr>
<td>HTT 221</td>
<td>IT IN HOSPITALITY</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the impact of information and communications technology on the structure and operations of the hospitality, travel, and tourism industry. It covers topics dealing with the interaction between consumers, intermediaries, operatives, and management through rapidly changing technologies. Effects on service quality, productivity, efficiency, and profitability will be examined.</td>
</tr>
<tr>
<td>HTT 230</td>
<td>FINANCE FOR HOSP PROFESSIONALS: BED &amp; BALANCE SHEETS</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on conceptual awareness and practice of financial management as it applies to hospitality, travel, and tourism industries. It covers the basics of accounting, budgets and budgeting systems, performance measures creation, and financial statement evaluation for the purpose of cost analysis and planning. Aspects of setting prices, funding, and risk management are also covered.</td>
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<tr>
<td>HTT 231</td>
<td>FINANCE FOR HOSPITALITY PROFESSIONALS</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on conceptual awareness and practice of financial management as it applies to hospitality, travel, and tourism industries. It covers the basics of accounting, budgets and budgeting systems, performance measures creation, and financial statement evaluation for the purpose of cost analysis and planning. Aspects of setting prices, funding, and risk management are also covered.</td>
</tr>
<tr>
<td>HTT 240</td>
<td>FOOD &amp; BEVERAGE MANAGEMENT: EAT, DRINK, &amp; BE HEALTHY</td>
<td>3</td>
<td>School of Business</td>
<td>This course integrates the basic concept and practical skills related to foodservice operations, from the front office to the kitchen. It covers basic principles of purchasing and cost management of food and beverage, as well as menu planning, institutional food service, and quality control.</td>
</tr>
<tr>
<td>HTT 241</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course integrates the basic concept and practical skills related to foodservice operations, from the front office to the kitchen. It covers basic principles of purchasing and cost management of food and beverage, as well as menu planning, institutional food service, and quality control.</td>
</tr>
<tr>
<td>HTT 250</td>
<td>LODGING AND RESORT OPERATIONS: THERE'S ROOM IN THE INN</td>
<td>3</td>
<td>School of Business</td>
<td>This course studies the lodging industry, its history, growth, development, and future direction. It covers front office procedures and interpersonal dynamics from reservations through the night audit. The course also examines career opportunities in lodging and resorts.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>HTT 251</td>
<td>HOSPITALITY OPERATIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course studies the lodging industry, its history, growth, development, and future direction. It covers front office procedures and interpersonal dynamics from reservations through the night audit. The course also examines career opportunities in lodging and resorts.</td>
</tr>
<tr>
<td>HUM 100</td>
<td>INTRO TO THE HUMANITIES I - THE ANCIENT WORLD TO MEDIEVAL TIME</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>An introduction to the arts through their expression in dominant themes of western culture. Concepts of nature and the individual in society are examined in the artistic works from the ancient world to medieval times. The course provides a framework for understanding and evaluating contemporary artistic endeavors.</td>
</tr>
<tr>
<td>HUM 102</td>
<td>INTRO TO THE HUMANITIES II - RENAISSANCE TO THE PRESENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>An introduction to the arts through their expression in dominant themes of Western culture. Concepts of nature and the individual in society are examined in the artistic works from Renaissance to the present. This course provides a framework for understanding and evaluating contemporary artistic endeavors.</td>
</tr>
<tr>
<td>HUM 105</td>
<td>WORLD MYTHOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an overview of mythology and its relationship to ancient cultures and culture today. The course covers the purposes and types of myths; development of myths and mythological characters; the common elements of mythological structures; the predominant characteristics of heroes in myth; the conflicts heroes encounter, and how ancient heroes relate to heroes today.</td>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>College of Humanities and Sciences</th>
<th>Description</th>
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<tr>
<td>HUM 111</td>
<td>CRITICAL AND CREATIVE THINKING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well supported points of view on key academic, social, and professional issues. The principles of creative thinking are essential to critical thinking skills. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.</td>
</tr>
<tr>
<td>HUM 114</td>
<td>CRITICAL THINKING AND CREATIVE PROBLEM SOLVING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well supported points of view on key academic, social, and professional issues. The principles of creative thinking are essential to critical thinking skills. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.</td>
</tr>
<tr>
<td>HUM 115</td>
<td>CRITICAL THINKING IN EVERYDAY LIFE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a critical thinking skills course focusing on developing the necessary tools and skills to analyze problems, make decisions, formulate well-supported points of view on key academic, social, and professional issues.</td>
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<tr>
<td>HUM 115OP</td>
<td>CRITICAL THINKING IN EVERYDAY LIFE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This is a critical thinking skills course focusing on developing the necessary tools and skills to analyze problems, make decisions, formulate well-supported points of view on key academic, social, and professional issues.</td>
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<tr>
<td>HUM 130</td>
<td>RELIGIONS OF THE WORLD</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course studies the major religions of the world. Topical areas include Buddhism, Christianity, Confucianism, Hinduism, Indigenous Cultures, Islam, Judaism, and Taoism. Students will be objectively studying the origins and major figures and comparing and contrasting each of the major religions.</td>
</tr>
<tr>
<td>HUM 150</td>
<td>INTRODUCTION TO FILM STUDIES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Introduction to Film Studies is designed to provide students with an overview of film history and the skills necessary to analyze and critique film. Students will learn about film theory, aesthetics, genres, and basic film criticism. Students will analyze film through an examination of cinematography, editing, acting, scenes, and sound to allow students to view films critically, to develop a systematic and convincing interpretation of the films they watch, and to acquire the ability to analyze films in well-constructed and persuasive essays.</td>
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<tr>
<td>HUM 176</td>
<td>MEDIA AND AMERICAN CULTURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The course provides an introduction to the most prominent forms of media that influence and impact social, business, political, and popular culture in contemporary America. It explores the unique aspects of each medium as well as interactions across various media that that combine to create rich environments for information sharing, entertainment, business, and social interaction in the U.S. and around the world.</td>
</tr>
<tr>
<td>HUM 186</td>
<td>MEDIA INFLUENCES ON AMERICAN CULTURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The course provides an introduction to the most prominent forms of media that influence and impact social, business, political, and popular culture in contemporary America. It explores the unique aspects of each medium as well as interactions across various media that combine to create rich environments for information sharing, entertainment, business, and social interaction in the U.S. and around the world.</td>
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<tr>
<td>HUM 205</td>
<td>WORLD CULTURE AND THE ARTS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Culture and the arts play a complex role in enriching the human experience. This course will analyze the social role of the arts in the early civilizations through the present day. Learners will explore the key contributions in visual art, architecture, literature, and music of the civilizations presented in this course. In particular, learners will construct a virtual museum comprised of various artifacts representing several cultures.</td>
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<tr>
<td>HUM 300</td>
<td>THE GLOBAL VILLAGE</td>
<td>1</td>
<td>College of Humanities and Sciences</td>
<td>This course is an overview of the humanities in the twentieth century. The course covers the fine arts, war, philosophy, and social movements reflecting the developments of the information age as it moves to the communication age.</td>
</tr>
<tr>
<td>HUM 375CA</td>
<td>INTEGRATIVE STUDIES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the concept of integrative study, which involves connecting the liberal arts to multiple subject education and integrating disciplines through the curriculum development process. Emphasis is placed on thinking critically and creatively about the relationships that exist among the disciplines of language arts, art, physical education, math, social studies, and science.</td>
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<tr>
<td>ICT 300</td>
<td>INFORMATION COMMUNICATION TECHNOLOGIES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides the student with mastery of the application of several information communication technologies, including IP multimedia systems, machine to machine technologies, and voice over LTE.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Information Systems and Technology</td>
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<td>ICT 400</td>
<td>GLOBAL NETWORKS AND THE INTERNET OF THINGS</td>
<td>3</td>
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<td>In this course, students will apply information communication technologies to connect people and devices across global networks. The course includes concepts and skills used to connect devices of all types in the internet of things.</td>
</tr>
<tr>
<td>ICT 470</td>
<td>COMMUNICATION TECHNOLOGY CAPSTONE</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This is the capstone course for information communication technology. The course provides students with the opportunity to integrate and apply learning from their program of study in a comprehensive manner. Students will demonstrate competency and skills in communications and networking technologies and systems analysis.</td>
</tr>
<tr>
<td>ICT 475</td>
<td>COMMUNICATION TECHNOLOGY INTERNSHIP</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This is the capstone course for information storage management. The course provides students with the opportunity to integrate and apply learning from their program of study in a comprehensive manner within an internship or job placement site. Students will demonstrate competency and skills in communications and networking technologies and systems analysis in an internship or job placement site.</td>
</tr>
<tr>
<td>IM 300</td>
<td>DATA ORGANIZATION ARCHITECTURE</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an introduction to how data is architected and organized. It discusses the different data models used to store data, outlines several schemas that drive how data is structured, and provides other database concepts relating to the design and architecture of data.</td>
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<td>Course Code</td>
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<tr>
<td>IM 305</td>
<td>DATA MODELING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an in-depth look at several intermediate design and architecture concepts. The course covers the design method used in the creation of a relational database, the required steps to reengineer a database, and several tools and techniques used through the database design process.</td>
</tr>
<tr>
<td>IND 701</td>
<td>INDEPENDENT STUDY I</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>The content and assessment of independent study courses will be determined via a learning contract between the learner and a requested faculty member. This learning contract will be forwarded to the program’s chair for review. Independent studies can be either concept or methods-based, and regardless of content they must culminate with the development of a major project that demonstrates learning at the doctoral level. Examples of major projects include publication-quality papers, complete chapter drafts of the dissertation proposal, or other rigorous demonstrations of learning.</td>
</tr>
<tr>
<td>INT 626</td>
<td>CAPSTONE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>Students will select and examine (with instructor approval) a critical area of redress in the intelligence community (IC). Students will develop and produce a capstone position paper that identifies, critically analyzes, and makes appropriate recommendations that addresses the identified issues.</td>
</tr>
<tr>
<td>ISCOM 305</td>
<td>SYSTEMS OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course outlines the main components of effective systems operations management. This includes effectively managing data collection, inventory optimization, operational procedures, information technology resources, and operational components for effective decision making.</td>
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<td>Course Code</td>
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<td>School of Business</td>
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<tr>
<td>ISCOM 361</td>
<td>PURCHASING AND PROCUREMENT</td>
<td>3</td>
<td>Business School</td>
<td>This course addresses the relationship between supply chain management and procurement. This includes overview of both the procurement process and commodity markets. Students will address procurement from a strategic perspective as well as at the operational level.</td>
</tr>
<tr>
<td>ISCOM 370</td>
<td>STRATEGIC SUPPLY CHAIN MANAGEMENT</td>
<td>3</td>
<td>Business School</td>
<td>This course will provide an overview of the strategic elements and functional relationships within manufacturing and service supply chains. Emphasis is placed on the integration of strategic planning, sourcing, operations, and logistics to achieve a sustainable competitive advantage.</td>
</tr>
<tr>
<td>ISCOM 374</td>
<td>INTEGRATED LOGISTICS MANAGEMENT</td>
<td>3</td>
<td>Business School</td>
<td>This course prepares students to strategically plan, implement, and control the efficient and effective flow and storage of goods, service, and related information from a point-of-origin to a point-of-consumption. This course also focuses on transportation, inventory management, warehousing, and customer services.</td>
</tr>
<tr>
<td>ISCOM 383</td>
<td>GLOBAL VALUE CHAIN MANAGEMENT</td>
<td>3</td>
<td>Business School</td>
<td>This course describes value chain activities between buyers and sellers in international business. Emphasis is placed on global sourcing, procurement of materials and services, and on business-to-business cultural differences between countries.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>ISCOM 386</td>
<td>SERVICE OPERATIONS MANAGEMENT</td>
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<td>The course presents structured techniques for evaluating operating efficiency and effectiveness in the service sector. Special emphasis is placed on key service principles. Students learn how to manage service operations through a series of case studies and applications, inventory control, waiting time management, project management, site selection, performance evaluation, and scoring systems.</td>
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<tr>
<td>ISCOM 424</td>
<td>END-TO END SUPPLY CHAIN MANAGEMENT</td>
<td></td>
<td>This course prepares students to be effective managers in end-to-end supply chain management. This refers to tracking all segments of the supply chain beginning with capturing customer requirements to customer consumption and disposal. Special emphasis is placed on enhancing supply chain efficiencies through problem-solving methodologies including Six Sigma, Lean management. Students will also apply the principles of Supplier Relationship Management (SRM) and Customer Relationship Management (CRM) to make effective end-to-end supply chain decisions.</td>
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<tr>
<td>ISCOM 472</td>
<td>LEAN ENTERPRISE</td>
<td></td>
<td>This course provides an overview of lean manufacturing practices within a company and its supply chain. It addresses fundamental practices including flowcharting of business processes, collection, and analysis of process performance data and the removal of those activities that are determined to be wasteful or non-essential.</td>
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<tr>
<td>ISCOM 473</td>
<td>GLOBAL SOURCING AND PROCUREMENT</td>
<td></td>
<td>This course introduces students to the changing world of purchasing and its relationship to supply chains. It addresses purchasing operations and structures, strategic sourcing processes and the critical supply chain elements of managing supply chain inventory, information systems, as well as performance measurement and evaluation.</td>
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<tr>
<td>Course Code</td>
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<td>School of Study</td>
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<tr>
<td>ISCOM 476</td>
<td>INTEGRATED SUPPLY CHAIN APPLICATIONS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to the importance of a strategic plan and its interaction with, and impact on, supply chain applications. Students will understand the processes of supply change creation and improvement, and as a result, the effects it has on competition. Students will be able to select and apply a set of metrics to the supply chain which demonstrate performance standards are achieved.</td>
</tr>
<tr>
<td>IST 710</td>
<td>FOUNDATIONS OF INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course surveys the major content areas of information systems management that will be examined at various organizational levels of the Information Systems and Technology Specialization of the Doctor of Management program. The major content areas (IT domains) to be surveyed include information technology management, networking, Web, database, programming, and systems development. Upon completion of this course, the learners will be prepared to analyze, define, and research the unique management considerations of each domain within various organization levels.</td>
</tr>
<tr>
<td>IST 721</td>
<td>KNOWLEDGE WORKER INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course, the learner will research and evaluate the information systems and technology tools necessary to support the individual knowledge worker in today's environment. This analysis of the systems and tools will be conducted from the viewpoint of the program domains and how the individual worker must be supported to create a productive and efficient environment. The scope of this course will include hardware and software product considerations for management.</td>
</tr>
<tr>
<td>IST 722</td>
<td>INFORMATION TECHNOLOGY FOR TEAMS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Learners in this course will further evaluate the application of the domains studied in IST 721 and how those domains are applied in a team setting. The application of the program domains will be examined in the context of support necessary to implement various organizational team models, ranging from co-located teams to geographically distributed virtual teams. Upon completion of this course, the learner will be prepared to define and analyze issues related to the management and support of information technology necessary for organizational teams' operations.</td>
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<tr>
<td>Course Code</td>
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<td>School of Advanced Studies</td>
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<td>IST 723</td>
<td>DEPARTMENTAL INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will continue the analysis of the application of the domains used by individuals and teams studied in previous content courses. The student will evaluate the application of the program domains to departmental operations and strategy. The student will research and evaluate information systems support techniques, both internal and external to the departmental interfaces.</td>
</tr>
<tr>
<td>IST 724</td>
<td>ORGANIZATIONAL INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course will build upon the considerations examined in the prior IST courses. Upon completion of this course, the learner will be prepared to evaluate and develop integrated strategies for the implementation of the IT domains within an organization.</td>
</tr>
<tr>
<td>IST 731</td>
<td>PARTNERSHIP AND INDUSTRY INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course extends the learning from previous intra-company relationships to external IS organizational relationships. Upon completion of this course, the learner will be prepared to define, evaluate, and plan the application of IT domains that must be considered when developing partnerships and common industry relationships.</td>
</tr>
<tr>
<td>IST 732</td>
<td>GLOBAL INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course extends the examination of the IT domains studied throughout the program to the global level. The learner will examine the application of the IT domains in the setting of a global economy and international business environment. The learners will be prepared to define the common IS management approaches for the development of business systems that can support global information systems requirements.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>IST 733</td>
<td>INFORMATION SYSTEMS MANAGEMENT ARCHITECTURE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Upon completion of this course, learners will be prepared to manage and lead the analysis and planning of strategic and tactical information systems that address the considerations of all IST domains examined in the IST specialization courses. Additionally, this course will include an examination of potential dissertation topics from the domains and spectrum of organizational levels explored in this program.</td>
</tr>
<tr>
<td>IT 200</td>
<td>DIGITAL SKILLS FOR THE 21ST CENTURY</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Digital Skills for the 21st Century is a course focus on the impact of digital technology on today’s businesses, the economy, and society. Rapid advances in technologies are creating benefits and efficiencies for those businesses that recognize their advantages and pitfalls, and harness them to its advantages; those who can’t are left behind with competitive disadvantages. Today’s workforce need to understand these trends, recognize key differences among features and approaches of these technologies, and apply them effectively. Specific topics in this course includes cloud computing, unified communication platforms, cyber security, social media and mobile computing.</td>
</tr>
<tr>
<td>IT 205</td>
<td>MANAGEMENT OF INFORMATION SYSTEMS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces students to the world of information technology. Students will examine the technology concepts included in business systems, networking, and project management and explore the systems development life cycle. Specific topics for the course include: hardware components, software applications, operating systems, databases, programming, as well as the security, privacy, and safety issues associated with information technology.</td>
</tr>
<tr>
<td>IT 206</td>
<td>PC APPLICATIONS SUPPORT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course will prepare students to support Microsoft Office applications. The student will learn the product features of Word, Excel, PowerPoint, Outlook and Access. This course is based on the requirements of the Microsoft Office Specialist certification.</td>
</tr>
<tr>
<td>IT 210</td>
<td>FUNDAMENTALS OF PROGRAMMING WITH ALGORITHMS AND LOGIC</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides students with a basic understanding of programming practices. Concepts covered include flowcharting, pseudocode methodologies, and an understanding of programming practices. Students will learn how these concepts, when properly applied, improve program design.</td>
</tr>
<tr>
<td>IT 215</td>
<td>JAVA PROGRAMMING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>JAVA has rapidly become the language of choice for platform independent implementations. This course provides a general introduction to programming, data structures and object-oriented programming in particular. The syntax and semantics of the JAVA language are addressed, as well as related topics which include object-oriented programming concepts, terminology, and notation.</td>
</tr>
<tr>
<td>IT 218</td>
<td>INTRODUCTION TO C C++</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the student to C C++ programming. The syntax and semantics of the C C++ programming language are used to produce simple computer programs.</td>
</tr>
<tr>
<td>IT 235</td>
<td>IMAGE EDITING AND IMPLEMENTATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Design elements such as basic composition, style, use of color, textures, graphic manipulation, photographic re-touching and text font design are introduced. File formats, sizing and packaging for export are covered in this class. Concepts such as pre-press production and printing are introduced. Imaging program, Adobe Photoshop Elements is required for this class.</td>
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<td>Course Code</td>
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<td>IT 236</td>
<td>INTRO TO WEB DESIGN I</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Introduction to web design concepts are taught, with an emphasis on producing viable web pages in a business and e-business contexts. Topics such as web page construction, layout, ease of navigation and performance are combined in the production of esthetically appealing web pages that implement artistic qualities in their use of style and color. The concept of XML coding and its linkage with HTML coded outputs are covered. The program, Macromedia Studio MX 2004 with Flash Pro MX 2004 Pro is used for the assignments in this class.</td>
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<tr>
<td>IT 237</td>
<td>INTRO TO WEB DESIGN II</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Webpage creation using Hypertext markup language (HTML) will be employed. Focus will be on creating robust, well formatted, esthetically pleasing text-based web pages. Discussion of how to publish completed page to the web as well as advertisement of this page on the web will be covered.</td>
</tr>
<tr>
<td>IT 238</td>
<td>WEB SYSTEMS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course builds upon a foundational understanding of Web design and examines professional Web development technologies. Topics include dynamic hypertext markup language (DHMTL), interactive technologies, advanced use of presentational technologies and Web 2.0. Emphasis is placed upon the appropriate use of Web programming tools and professional development standards.</td>
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<tr>
<td>IT 240</td>
<td>INTRO TO LAN TECHNOLOGIES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This foundational course covers local area network (LAN) topics including rationale for networking, Open Systems Interconnection (OSI) models, common network topologies and architecture, client server concepts, basic hardware devices and usage, basic networking security concepts.</td>
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<tr>
<td>IT 241</td>
<td>INTRO TO W-LAN TECHNOLOGIES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Concepts of wireless networking systems include wireless networking topologies, hardware protocols, hardware selection and implementation, interface with MAN, LAN and WAN networks, basic wireless security and integration concepts.</td>
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<tr>
<td>IT 242</td>
<td>INTRO TO WAN TECHNOLOGIES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course covers Wide Area Networking Enterprise networking concepts and its interface with metropolitan area networks (MAN) and local area networks (LAN). The course will cover telecommunication technologies, backbone technologies, hardware device protocol, hardware selection and usage, and basic WAN security considerations and planning.</td>
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<tr>
<td>IT 244</td>
<td>INTRO TO IT SECURITY</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>Concepts of General IT security and its rationale will be introduced. Content includes contingency planning and business resumption planning, backup schemes and implementation strategies, as well as an introduction to various types of invasive actions and prevention measures.</td>
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<tr>
<td>IT 260</td>
<td>INTRO TO DESKTOP DATABASES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course will cover the use of desktop database software to create small database applications. Emphasis will be placed on creating databases and forms. Hands-on experience in the installation, design, and debugging of desktop database software will be included in this course.</td>
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<tr>
<td>IT 261</td>
<td>ADVANCED DESKTOP DATABASES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course is a continuation in the study of desktop database software. Emphasis will be placed on database design, reporting, queries and data analysis using desktop database software.</td>
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<tr>
<td>IT 264</td>
<td>INTRODUCTION TO SQL</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an introduction to the Structured Query Language (SQL) that provides a unified language that lets you query, manipulate, or control data in a business applications environment.</td>
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<tr>
<td>IT 265</td>
<td>MANAGING THE DATABASE ENVIRONMENT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an introduction to the installation, configuration, support, availability and recovery of databases. The considerations for database administration addressing the requirements for user access, security, backup and recovery will be covered in this course.</td>
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<tr>
<td>IT 280</td>
<td>COMPUTER HARDWARE FUNDAMENTALS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to computer support fundamentals of personal computer (PC) hardware architecture, components, networking, configuration, upgrading, and repair.</td>
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<td>IT 282</td>
<td>COMPUTER SOFTWARE FUNDAMENTALS</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to the fundamentals of the Vista and legacy Windows Operating Systems (98 ME, 2000 XP) for computer software configuration, file management, performance monitoring, optimization, maintenance, recovery and security. Activities that are critical to this course include remote access to hands-on LiveLabs and Scenarios.</td>
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<tr>
<td>IT 284</td>
<td>ENTERPRISE COMPUTER SUPPORT</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to the roles, responsibilities, and skills required to become a professional computer support PC Technician and provide exceptional computer support service. This includes the fundamentals of customer service, effective questioning, verbal and non-verbal communication, on-site support, telephone support, remote e-commerce support, and dealing with difficult customers. This course includes remote access to hands-on, real-world customer support issues and Scenarios.</td>
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<tr>
<td>IT 286</td>
<td>COMPUTER MAINTENANCE AND TROUBLESHOOTING</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to computer hardware and software maintenance and troubleshooting. Each Module of the course will focus on typical problem scenarios, diagnostics, procedures and solutions. The final Module of this course provides you with a problem scenario to demonstrate your understanding of diagnostic skills and solution implementation. This course includes remote access to hands-on LiveLabs and Scenarios.</td>
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<tr>
<td>JRN 310</td>
<td>INTRODUCTION TO JOURNALISM</td>
<td>College of Humanities and Sciences</td>
<td>This course is the introduction to the journalism concentration. The role of the journalist will be described from its origin to the emergence of the modern-era journalist. Key journalistic theories and principles will be discussed. Special attention will be given to influences in journalism and qualities that exemplify journalistic writing. The concepts of journalistic writing, research, technology, ethics, and personal responsibility will be introduced. Controversial issues faced by journalists will be highlighted throughout the course.</td>
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<th>Course Code</th>
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<tr>
<td>JRN 320</td>
<td>RESEARCH FOR JOURNALISM</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the research methods employed in journalistic writing and reporting. The goal of this course is to enhance the understanding of the characteristics of credible sources and accurate information. Information will be assembled and evaluated to support journalistic goals by interpreting information needs, choosing accurate and unbiased sources, and selecting relevant and reliable information. The importance of employing ethical practices to research techniques is emphasized throughout the course.</td>
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<tr>
<td>JRN 330</td>
<td>JOURNALISTIC WRITING I</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on understanding journalistic writing styles. The course begins by categorizing historical media and associating past writing styles with current 21st century styles. Differences will be identified in writing for various audiences and for print, digital, and broadcast media. The rationale for using certain writing styles will be illustrated and expressed. Throughout the course, the roles of research, editing, and ethics in journalistic writing will be emphasized.</td>
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<tr>
<td>JRN 340</td>
<td>JOURNALISTIC WRITING II</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the application of the diverse journalistic writing techniques used by today's changing media landscape. The goal is to enhance storytelling skills by informing and engaging audiences using various delivery methods. Written media messages will be designed and assessed by determining which writing styles should be utilized given the target audience. Within the new convergent media landscape, credible resources will be identified, materials evaluated, and details of written work summarized. The association between research and responsible writing will be explored, as writing strategies to craft effective messages are developed. The role of ethics in journalism is emphasized throughout the course.</td>
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<tr>
<td>JRN 350</td>
<td>CONTROVERSIAL ISSUES IN JOURNALISM</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the rise of social media and the immediacy in which controversial issues are communicated in journalism. This course focuses on developing the writer reporter's ability to critically examine and react to specific media elements, including public opinion, trends, celebrity commentary, and the public's need to know. Emphasis is placed on understanding the nature and characteristics of thought-provoking mass media occurrences. Concepts of idea generation and storytelling in an ethical and personally responsible manner are highlighted.</td>
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<td>JRN 360</td>
<td>Storytelling: A Multimedia Approach</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the role of technology and its impact on news delivery. The use of technologically advanced multimedia formats will be explored. Stories will be adapted to various media outlets to realize the full range appeal to targeted audiences. The goal of this course is to provide students with experiences in storytelling that are delivered through the use of advanced convergent technologies.</td>
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<tr>
<td>LAW 421</td>
<td>Contemporary Business Law</td>
<td>3</td>
<td>School of Business</td>
<td>This course reviews the US legal system, common law and its development, organizational structures, and the regulatory environment pertinent to business. Students will learn to critically examine torts, crimes, and business ethics; contracts; business associations (agency, partnerships, corporations); wills, estates, trusts, and other legal entities; securities regulations; and investor protection.</td>
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<tr>
<td>LAW 441</td>
<td>Business Law for Small Business and Entrepreneurs</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with overview of the legal issues faced by small businesses and entrepreneurs. Students will examine the legal aspects of incorporation, human resource considerations, the regulatory environment, and legal business structures.</td>
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<tr>
<td>LAW 531</td>
<td>Business Law</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to evaluate the legal risks associated with business activity. Students will create proposals to manage an organization's legal exposure. Other topics include the legal system, alternative dispute resolution, enterprise liability, product liability, international law, business risks, intellectual property, legal forms of business, and governance.</td>
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<td>LAW 531PR</td>
<td>BUSINESS LAW</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to evaluate the legal risks associated with business in Puerto Rico. Students will create proposals to manage a Puerto Rican organization’s legal exposure. Other topics include the legal system, alternative dispute resolution, enterprise liability, product liability, international law, property, intellectual property, legal forms of business in Puerto Rico, and governance.</td>
</tr>
<tr>
<td>LAW 562</td>
<td>LAW AND PUBLIC ADMINISTRATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to apply legal concepts in public administration. Students will analyze legislative and judicial processes in the administration of state and local governments. Other topics, at the state and local level, include enabling laws, regulatory review, open-meeting sunshine provisions, adjudication, and the Administrative Procedures Act.</td>
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<tr>
<td>LAW 575</td>
<td>BUSINESS LAW FOR CONSULTANTS</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to evaluate the legal risks associated with business consulting. Students will create proposals to manage an individual’s legal exposure when performing consulting work. Other topics include the legal system, alternative dispute resolution, enterprise liability, international law, business risks, intellectual property, legal forms of business, and governance.</td>
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<tr>
<td>LAW 731</td>
<td>LEGAL ASPECTS OF HIGHER EDUCATION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course provides an analysis of the legal issues prevalent in higher education institutions. Major topics of discussion include accreditation and regulatory issues, federal and state constituents and laws, institutional and individual legal issues, student rights, employment agreements, and the legal aspect of technology. Learners review case laws and specific pieces of education legislation to provide a basis for their legal decisions and policy making.</td>
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<td>LAW PA513</td>
<td>LAW AND PUBLIC ADMINISTRATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to apply legal concepts in public administration. Students will analyze legislative and judicial processes in the administration of state and local government jurisdictions. Other topics, at the state and local level, include enabling laws, regulatory review, open-meeting sunshine provisions, adjudication, and the Administrative Procedures Act.</td>
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<tr>
<td>LCO 336</td>
<td>ORGANIZATIONAL COMMUNICATION THEORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course identifies the nature of organizational communication and provides seminal organizational communication theories within the context of the traditional, interpretive, and critical perspectives. Students will gain knowledge of core theories along with the organizational dynamics of culture, diversity, and ethics. They will understand the effects of technology and innovation, along with power, conflict, organizational structure, and the need for organizations to develop informed organizational communication strategies.</td>
</tr>
<tr>
<td>LCO 348</td>
<td>ADVANCED GROUP COMMUNICATION AND LEADERSHIP</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the issues of group dynamics and leadership encountered when dealing with complex, strategic, and critical public or corporate entities. It will build on the fundamentals of group dynamics and leadership, which were covered in previous courses, and provide advanced work in theory of groups and theory of leadership. Students will explore and analyze effective group interaction in task-oriented situations, and consider small-group structures and communication styles that influence the problem-solving process.</td>
</tr>
<tr>
<td>LCO 360</td>
<td>LEADERSHIP COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines strategies and best practices in communication as the core driver of effective leadership. Students will identify essential characteristics of leadership, understand leadership theories, and apply this knowledge in assessing their own leadership communication abilities, and developing and understanding of how content, channel, and leadership style affect and impact internal and external audiences.</td>
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<td>LCO 372</td>
<td>LEADERSHIP COMMUNICATION ETHICS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will focus on the ethical challenges and responsibilities of being a competent leader and communicator in a diverse and changing world. Students will learn to apply ethical and moral leadership theory and reasoning to a variety of organizational communication processes and contexts.</td>
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<tr>
<td>LCO 465</td>
<td>CONFLICT MANAGEMENT</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course we will explore advanced methods for dealing with intrapersonal, interpersonal and group conflict. Students will investigate and apply the theoretical and practical aspects of situation assessment, conflict management, negotiation, and mediation, giving them opportunities to improve their communication, critical thinking, and problem solving skills.</td>
</tr>
<tr>
<td>LCO 480</td>
<td>SOCIAL MEDIA AND THE ORGANIZATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course will focus on the strategic implementation of social media tools as they relate to a firm's integrated marketing communication strategies. Students will learn how to effectively use social media to improve external communication, marketing and advertising by studying and analyzing websites, social media sites, and affiliate sites to determine how successful companies utilize social media to improve their communication and attract their target audience to achieve their business goals.</td>
</tr>
<tr>
<td>LDR 300</td>
<td>INNOVATIVE LEADERSHIP</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides a foundation of understanding of leadership and its role in managing people and systems. This course will cover key leadership elements such as effective leadership behavior, power and influence, the differences between leadership and management, leading change, intrapreneurship, and how an innovative mindset impacts people and systems in a continually changing global and virtual environment.</td>
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<tr>
<td>LDR 531</td>
<td>ORGANIZATIONAL LEADERSHIP</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to apply leadership principles to the roles they play as managers. Students will discover more about themselves and learn more about the connection between the individual and the organization. Other topics include organizational culture, structure, group behavior, motivation, power, politics, organizational change, and workplace conflict.</td>
</tr>
<tr>
<td>LDR 532</td>
<td>LEADING ORGANIZATIONAL DEVELOPMENT IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to lead change in the public sector. Students will apply leadership theories in the bureaucratic public sector considering the unique role of power and politics. Other topics, at the state and local level, include culture in the public sector, group behavior, financial and nonfinancial motivation, and workplace conflict.</td>
</tr>
<tr>
<td>LDR 535</td>
<td>LEADING CHANGE</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies leadership concepts to create organizational change. Students will create a plan to lead an organizational change in which they have no direct authority over necessary decisions. Other topics include leadership theories, organizational theory, levels of organizational change, and transformation leadership.</td>
</tr>
<tr>
<td>LDR 706</td>
<td>LEADERSHIP, MANAGEMENT, AND SUPERVISION</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course investigates building teamwork and commitment, coaching and mentoring, collective bargaining and contract negotiations, and delegating. Upon completion of this course, learners will have the following competencies: the ability to plan work teams and increase the effectiveness of their work, use coaching to improve the work of the underachiever as well as continued growth of all employees, arrange and participate in collective bargaining and contract negotiations, and delegate work to subordinates.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>School of Advanced Studies</td>
<td>Description</td>
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<tr>
<td>LDR 711A</td>
<td>LEADERSHIP THEORY AND PRACTICE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>In this course students explore their role as a scholar, practitioner, and leader from historical, theoretical, and applications-based content and framework-all within the context of critical reasoning, writing, and research. Students will develop doctoral-level critical analysis, evaluation, and synthesis skills as these apply in leadership practices within their organizations.</td>
</tr>
<tr>
<td>LDR 721</td>
<td>ETHICAL LEADERSHIP AND THE LEGAL LANDSCAPE</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course evaluates research on how legal environments in the global economy shape decision-making and ethical issues that emerge from disparate legal systems and practices. Topics include contemporary legal and ethical issues that impact the environment and workplace such as technology, social media, advertising, harassment, and diversity. The relationships among the law, corporate ethical standards and global business practices are analyzed.</td>
</tr>
<tr>
<td>LDR 722</td>
<td>ETHICAL LEADERSHIP AND THE LAW IN THE GLOBAL ENVIRONMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course evaluates ethical and risk management issues emerging from disparate legal systems and practices in the global environment, with an emphasis on current world events. Topics include decision-making, cultural implications, and the management of economic, financial, and political risk. The relationships among the law, corporate ethical standards, and global business practices are analyzed.</td>
</tr>
<tr>
<td>LDR 726</td>
<td>THE DYNAMICS OF GROUP AND TEAM LEADERSHIP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Upon completion of this course, learners will be prepared to use advanced leadership strategies for group communications, team building, and coaching skills to attain organizational objectives. Learners explore large group and smaller team dynamics and the ways in which the role of a leader is required to affect behavior. Emphasis is placed on the growing dependency on self-directed work teams in the workplace.</td>
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<tr>
<td>LDR 731</td>
<td>CONTEMPORARY ISSUES IN LEADERSHIP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course explores successful leadership and controversial issues surrounding how and why senior leaders set and deploy organizational values, short and long-term directions, and performance expectations that create a balanced value in global organizations. The focus is on business results that encompass organizational learning; stakeholder satisfaction; and overall budgetary, financial, and market performance.</td>
</tr>
<tr>
<td>LDR 736</td>
<td>ARCHITECTURE OF LEADERSHIP</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Upon completion of this course, learners will be prepared to develop and maintain a strong orientation to the future and a commitment to improvement and innovation in creating and establishing new business models for attaining organizational goals, setting new short- and long-term directions, and achieving performance excellence. This course includes an assessment of how leaders address current and future impacts on society in a proactive manner and how leaders establish and accomplish ethical practices in all stakeholder interactions.</td>
</tr>
<tr>
<td>LEO 563</td>
<td>LAW ENFORCEMENT INTELLIGENCE OPERATIONS</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines the basic tools utilized in addressing criminal activity and security issues, relating to the gathering of intelligence. This course provides students with knowledge and resources to effectively identify, gather, and analyze information obtained through either human or electronic means. Students will comprehend the resources available for conducting investigations. Through examination of organizations comprising the intelligence community students will recognize how public and private sector partnerships can promote efficiency and effectiveness.</td>
</tr>
<tr>
<td>LEO 573</td>
<td>ORGANIZATIONAL PERFORMANCE, ANALYSIS, AND DECISION MAKING</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course explores methods to track and measure an organization’s overall performance and how to use the data collected to align and actuate future decisions. Topics include empirical practices in performance measurement, mining, and filtering data; effectively communicating research results, and application of innovative knowledge for future decision making. Students also study modern evaluation methods to analyze neoteric organizational decisions.</td>
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<td>LEO 583</td>
<td>STRATEGIC PLANNING FOR THE LAW ENFORCEMENT SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course will introduce students to the tools and practical measures for successfully designing and implementing a strategic plan for law enforcement organizations. Students will learn strategic approaches that allow evaluation and measurement of fiscal responsibility, accountability, productivity, customer satisfaction, and cohesiveness of mission, with the intent of identifying best practices and overall organizational effectiveness.</td>
</tr>
<tr>
<td>LEO 593</td>
<td>TECHNOLOGY FOR THE LAW ENFORCEMENT EXECUTIVE</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course examines technologies that affect the operations and administrative responsibilities of the law enforcement executive. The course provides students with an understanding of the relationship between technologies and critical incident management. Upon completion of this course, students will have knowledge and skills that will assist them with their career goals.</td>
</tr>
<tr>
<td>LIT 210</td>
<td>WORLD LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course covers fiction, drama, poetry, and essay by major world authors throughout history. Students will focus on literary devices and conventions of each literary genre through the following activities: matching exercises and literary matrices, short essays and literature evaluations on specified literature selections, and a final comparative essay of any two pieces of literature covered in the course.</td>
</tr>
<tr>
<td>LIT 235</td>
<td>SURVEY OF ENGLISH LITERATURE TO 1798</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a survey of English literature through 1798.</td>
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<td>Course Code</td>
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<tr>
<td>LIT 245</td>
<td>SURVEY OF ENGLISH LITERATURE SINCE 1798</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a survey of English literature since 1798.</td>
</tr>
<tr>
<td>LIT 255</td>
<td>SURVEY OF AMERICAN LITERATURE TO 1860</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a survey of American literature through 1860.</td>
</tr>
<tr>
<td>LIT 265</td>
<td>SURVEY OF AMERICAN LITERATURE SINCE 1860</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a survey of American Literature since 1860.</td>
</tr>
<tr>
<td>LIT 304</td>
<td>SHAKESPEARE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines Shakespearean literature with a focus on significant plays still popular today. Students will discuss the influence of Shakespeare on literary, social, and theatrical concepts.</td>
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<td>Course Code</td>
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<tr>
<td>LIT 305</td>
<td>MAJOR AMERICAN NOVEL</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the American novel through major genres and authors.</td>
</tr>
<tr>
<td>LIT 315</td>
<td>AMERICAN AUTOBIOGRAPHY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the American experience through the reading and interpretation of memoirs, autobiographies, journals, and diaries.</td>
</tr>
<tr>
<td>LIT 325</td>
<td>MODERN THEATRE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines modern plays that represent the evolution of the theatre from Ibsen to the present day. Through analysis of significant works, students will explain the importance of the theatre to culture.</td>
</tr>
<tr>
<td>LIT 330</td>
<td>MODERN POETRY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines poetry from the early 20th century to today. Through reading significant works of the modern period, students will be able to explain poetry as an expression of culture and its importance to society.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College of Humanities and Sciences</td>
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<tr>
<td>LIT 340</td>
<td>AFRICAN AMERICAN LITERATURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores African American literature. Topics may include the underlying historical experiences and cultural values of African Americans and how these express themselves in various literary forms.</td>
</tr>
<tr>
<td>LIT 375</td>
<td>LITERARY THEORY AND CRITICISM</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to major literary theories in the discipline, from Structuralism to Post-modernism, for use in critical analysis.</td>
</tr>
<tr>
<td>LIT 410</td>
<td>LITERATURE OF THE FANTASTIC</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the genre of science fiction and fantasy through notable authors and works.</td>
</tr>
<tr>
<td>LIT 420</td>
<td>COMIC BOOKS AND GRAPHIC NOVELS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines the genre of comic books and graphic novels using analytical skills and literary theory to explore the development and impact of this medium on society.</td>
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<tr>
<td>LIT 430</td>
<td>THE ROMANTIC POETS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides a more focused study of Romantic-era poets, such as Byron, Keats, and Shelley. Students will analyze Romantic authors using historical contexts and literary frameworks.</td>
</tr>
<tr>
<td>LIT 450</td>
<td>WOMEN WRITERS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course examines women writers of poetry, short stories, and novels with a special emphasis on what distinguishes gender perspectives, and analytical frameworks in literature.</td>
</tr>
<tr>
<td>LTC 310</td>
<td>SOCIAL AND COMMUNITY RELATED PROGRAMS AND SERVICES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course provides an overview of programs and products related to our rapidly expanding long-term care populations. Services designed to support the growing needs of long-term care populations and their support networks will be examined. The impact of health care trends on the future of the long-term care industry will be explored.</td>
</tr>
<tr>
<td>LTC 315</td>
<td>ALTERNATIVE LIVING ENVIRONMENTS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
<td>This course focuses on the various alternative living environments available for long-term care populations. Students will focus on understanding the continuum of care and alternative living environments available to meet the evolving needs of long-term care populations.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<td>College of Science</td>
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<tr>
<td>LTC 328</td>
<td>LEGAL PERSPECTIVES IN AGING</td>
<td>3</td>
<td>College of Health Sciences</td>
<td>This course will focus on the legal and regulatory issues related to today’s long-term care populations. Topics will include age discrimination, advocacy and autonomy, fraud and abuse, major life transitions, and end of life decision making.</td>
</tr>
<tr>
<td>MAT 001</td>
<td>MATH PLACEMENT EXAM A</td>
<td>0</td>
<td>College of Humanities and Sciences</td>
<td>This placement exam, which is not credit-bearing, is a pass fail course that can be used to satisfy the content of MAT 116 or MTH 208, fulfilling the prerequisite needed for taking MAT 117 or MTH 209. To earn a passing grade, a student must receive a score of 60% or better.</td>
</tr>
<tr>
<td>MAT 002</td>
<td>MATH PLACEMENT EXAM B</td>
<td>0</td>
<td>College of Humanities and Sciences</td>
<td>This placement exam, which is not credit-bearing, is a pass fail course that can be used to satisfy the content of MAT 117 or MTH 209, fulfilling the mathematics proficiency requirement. To earn a passing grade, a student must receive a score of 60% or better.</td>
</tr>
<tr>
<td>MAT 003</td>
<td>MATH PLACEMENT EXAM C</td>
<td>0</td>
<td>College of Humanities and Sciences</td>
<td>This placement exam, which is not credit-bearing, is a pass fail course that can be used to satisfy the content of MAT 220 or MTH 220, fulfilling the mathematics proficiency requirement. To earn a passing grade, a student must receive a score of 60% or better.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>MAT 109</td>
<td>HISTORY OF MATHEMATICS</td>
<td>1</td>
<td>College of Humanities and Sciences</td>
<td>This one-credit course introduces students to a survey of the history of mathematics, including the background of famous mathematicians from ancient to modern times and their specific contributions to mathematics. The format and content of the course is conceptual rather than technical.</td>
</tr>
<tr>
<td>MAT 116</td>
<td>ALGEBRA 1A</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces basic algebra concepts and assists in building skills for performing specific mathematical operations and problem solving. Students will solve equations, evaluate algebraic expressions, solve and graph linear equations and linear inequalities, graph lines, and solve systems of linear equations and linear inequalities. These concepts and skills will serve as a foundation for subsequent business coursework. Applications to real-world problems are also explored throughout the course. This course is the first half of the college algebra sequence, which is completed in MAT 117, Algebra 1B.</td>
</tr>
<tr>
<td>MAT 117</td>
<td>ALGEBRA 1B</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores advanced algebra concepts and assists in building the algebraic and problem solving skills developed in Algebra 1A. Students will solve polynomials, quadratic equations, rational equations, and radical equations. These concepts and skills will serve as a foundation for subsequent business coursework. Applications to real-world problems are also explored throughout the course. This course is the second half of the college algebra sequence, which began with MAT 116, Algebra 1A.</td>
</tr>
<tr>
<td>MAT 205</td>
<td>FINITE MATH</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces the concepts of finite mathematics, with a focus on real-world application. Students will explore linear functions and equations, linear programming, and the use and application of matrices. Mathematical applications of finance, statistics, and probability are also reviewed.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MAT 207</td>
<td>FUNDAMENTALS OF GEOMETRY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is designed to have students demonstrate the ability to use fundamental concepts of geometry including definitions, tools of geometry, and to recognize geometry as an axiomatic system.</td>
</tr>
<tr>
<td>MAT 219</td>
<td>INTRODUCTION TO COLLEGE ALGEBRA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces algebraic concepts providing a solid foundation for college algebra. Topics range from properties of real numbers, the order of operations, and algebraic expressions to solving equations and inequalities. Additional topics include polynomials, factoring methods, rational and radical expressions as well as graphing and functions.</td>
</tr>
<tr>
<td>MAT 220</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course presents traditional concepts in college algebra. Topics include linear, polynomial, rational, radical, exponential and logarithmic functions, systems of equations, sequences, and series.</td>
</tr>
<tr>
<td>MAT 230</td>
<td>STATISTICS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course surveys descriptive and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered. It examines the role of statistical analysis, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings through applications and functions of statistical methods.</td>
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<td>Course Code</td>
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<tr>
<td>MAT 504</td>
<td>ADOLESCENT PSYCHOLOGY</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of adolescent development, including the biological, cognitive, and social changes during the period between childhood and adulthood. The psychosocial developmental period is explored, and current trends and methods of teaching and learning in a middle school are examined and practiced.</td>
</tr>
<tr>
<td>MAT 538</td>
<td>MIDDLE SCHOOL FOUNDATIONS AND PHILOSOPHY</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines middle level education. It evaluates the structure of middle schools and their characteristics, including curriculum, instruction, and learning in middle level education. It also addresses issues such as managing the middle level environment. Students in this course will demonstrate knowledge through application, analysis, and observation of middle level environments.</td>
</tr>
<tr>
<td>MATH 500</td>
<td>MATHEMATICS: CURRICULUM AND ASSESSMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores curriculum, instructional techniques, and assessment strategies related to mathematics instruction. Participants identify the educational needs of students by investigating current instructional theory, National Council of Teachers of Mathematics Standards, and social issues that impact the mathematics classroom. Participants also develop skills in selecting and adapting instruction for diverse student populations with emphasis on classroom management skills as they relate to mathematics instruction.</td>
</tr>
<tr>
<td>MATH 501</td>
<td>MATHEMATICS: LINEAR ALGEBRA</td>
<td>3</td>
<td>College of Education</td>
<td>The purpose of this course is to provide an introduction to linear algebra, a branch of mathematics dealing with matrices and vector spaces. This course describes the use of linear algebra as a compilation of diverse, but interrelated ideas that provide a way of analyzing and solving problems in many applied fields. Linear algebra has three sides: computational techniques, concepts, and applications. One of the goals of this course is to help you master all facets of the subject and see the interplay among them. The material presented in this course involves theorems, proofs, formulas, and computations of various kinds.</td>
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<tr>
<td>MATH 502</td>
<td>MATHEMATICS: GEOMETRY</td>
<td>College of Education</td>
<td>This course is designed to have students demonstrate the ability to use fundamental concepts of geometry including definitions, basic constructions, tools of geometry, and to recognize geometry as an axiomatic system.</td>
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<tr>
<td>MATH 503</td>
<td>MATHEMATICS: STATISTICS</td>
<td>College of Education</td>
<td>This course surveys descriptive and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered in this course. It examines the role of statistical analysis, terminology, the appropriate use of techniques, and interpretation of statistical findings through the applications and functions of statistical methods.</td>
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<tr>
<td>MBL 200</td>
<td>FOUNDATIONS OF MOBILE DEVICE</td>
<td>College of Information Systems and Technology</td>
<td>This course covers the basics of mobile device management and security. This course is aligned to the CompTIA Mobility+ certification and provides a foundational knowledge in the areas of disaster recovery and troubleshooting, mobile device trends and solutions, and over the air technologies.</td>
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<tr>
<td>MBL 400</td>
<td>MOBILE FUNDAMENTALS</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to mobile application development. Participants will learn about industry standards, how to select an application platform and architecture, and current trends in mobile application development. Additionally, the course covers HTML 5, CSS, and JavaScript for mobile devices. Upon completion, participants will be able to plan, design and create simple mobile applications.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Information Systems and Technology</td>
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<td>MBL 402</td>
<td>ANDROID MOBILE DEVELOPMENT</td>
<td>3</td>
<td>This course will cover the basics of coding for Android. Topics include use of the Android APIs, persistent data retrieval and storage, testing, and publishing. Upon completion of the course, participants will be able to develop, test, debug and publish working mobile applications.</td>
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<tr>
<td>MBL 404</td>
<td>ANDROID MOBILE IMPLEMENTATION</td>
<td>3</td>
<td>This course will continue to build on the fundamentals covered in Android Mobile Development. Topics include security, multithreading, and monetization. Upon completion of the course, participants will be able to both develop useful mobile applications and implement monetization strategies.</td>
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<tr>
<td>MBL 406</td>
<td>IOS MOBILE DEVELOPMENT</td>
<td>3</td>
<td>This course will cover the basics of coding for iOS. Topics include Objective-C, persistent data retrieval and storage, testing, and publishing. Upon completion of the course, participants will be able to develop, test, debug and publish working mobile applications.</td>
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<tr>
<td>MBL 408</td>
<td>IOS MOBILE IMPLEMENTATION</td>
<td>3</td>
<td>This course will continue to build on the fundamentals covered in iOS Mobile Development. Topics include security, multithreading, and monetization. Upon completion of the course, participants will be able to both develop useful mobile applications and implement monetization strategies.</td>
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<td>Course Code</td>
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<tr>
<td>MBL 410</td>
<td>WINDOWS MOBILE DEVELOPMENT</td>
<td>3</td>
<td>Information Systems and Technology</td>
<td>This course will cover the basics of coding mobile applications for Windows Phone. Topics include use of XAML, the Windows Phone APIs (through C# or VB.NET), persistent data retrieval and storage, testing, and publishing. Upon completion of the course, participants will be able to develop, test, debug and publish working mobile applications.</td>
</tr>
<tr>
<td>MBL 412</td>
<td>WINDOWS MOBILE IMPLEMENTATION</td>
<td>3</td>
<td>Information Systems and Technology</td>
<td>This course will continue to build on the fundamentals covered in Windows Mobile Development. Topics include security, multithreading, and monetization. Upon completion of the course, participants will be able to both develop useful mobile applications and implement monetization strategies.</td>
</tr>
<tr>
<td>MDT 520</td>
<td>FOUNDATIONS OF MEDIATION I</td>
<td>3</td>
<td>Social Sciences</td>
<td>This is the first part of the foundation course for the Mediation Conflict Management program that is designed to provide students with knowledge of the basic standards, principles, and skills needed for the practice of mediation. This course focuses on personal communication skills and the impact of conflict, emotions, and diversity on individual perceptions as they relate to the practice of mediation. This course combines lecture with a variety of application exercises in dyads and small groups, including mediation role-plays and related assessments.</td>
</tr>
<tr>
<td>MDT 521</td>
<td>FOUNDATIONS OF MEDIATION II</td>
<td>3</td>
<td>Social Sciences</td>
<td>This is the second segment of the foundation course for the Mediation Conflict Management program that is designed to provide students with knowledge of the basic standards, principles, and skills needed for the practice of mediation. This course focuses on specific stages in the mediation process including the opening statement, storytelling, issue identification, agenda setting, negotiation techniques, dealing with impasse, and creating a mediation agreement. In addition, ethics in mediation is addressed. This course combines lecture with a variety of application exercises in dyads and small groups, including mediation role-plays and related assessments.</td>
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<td>MDT 522</td>
<td>CULTURAL AND GENDER DYNAMICS IN MEDIATION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course is an introduction to the complex ways in which cultural and gender issues impact mediation practice. Students will increase their understanding of cultural and gender-based challenges in the field of peacemaking and conflict resolution. They will enhance their communication and mediation skills to more effectively facilitate dispute resolution processes.</td>
</tr>
<tr>
<td>MDT 523</td>
<td>LEGAL AND ETHICAL ISSUES IN MEDIATION</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Students will examine the differences and similarities between practicing mediation and other professions, such as law and psychological counseling. Students will focus on the legal and ethical issues in mediation, especially conflicts of interest, mediator neutrality, confidentiality, mediator liability, and enforceability of mediation agreements. The course will address state licensing and certification requirements, statutes, and case law as they pertain to the professional and community-based volunteer mediators. Additionally, students will examine mediation codes of conduct and standards of practice.</td>
</tr>
<tr>
<td>MED 543</td>
<td>TEACHING METHODS: REMEDIAL MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide participants with knowledge of standards-based pedagogical instructional practices to facilitate and enhance learning for students who struggle with mathematics. Participants examine diagnostic information on mathematics difficulties and strategies for systematic intervention and remediation. The assessment and evaluation of progress and meeting diverse learning needs is also explored.</td>
</tr>
<tr>
<td>MED 551</td>
<td>TEACHING METHODS: ELEMENTARY ART</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to prepare participants to integrate the visual arts across elementary curriculum. The elements of art and principles of design, art methods, lesson planning, and classroom management techniques, with particular emphasis on diverse students, are examined. Participants draw, paint, make prints, and create sculptures appropriate for the elementary setting.</td>
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<tr>
<td>MED 552</td>
<td>TEACHING METHODS: ELEMENTARY LANGUAGE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, participants explore the theories, models, and strategies for teaching and learning the components of the language arts program for elementary school. Participants are provided opportunities to acquire knowledge and to apply strategies for teaching reading, writing, listening, speaking, viewing, and visual representing. Assessment in language arts is also examined.</td>
</tr>
<tr>
<td>MED 553</td>
<td>TEACHING METHODS: ELEMENTARY MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes content and process standards and pedagogical instruction that enhance learning in P-8 mathematics. Participants explore teaching mathematics through research-based practices, problem-solving, and developmentally effective instructional strategies. Participants also examine assessment techniques, technology tools, instructional leadership, diverse learning needs, and materials management.</td>
</tr>
<tr>
<td>MED 554</td>
<td>TEACHING METHODS: ELEMENTARY SCIENCE</td>
<td>3</td>
<td>College of Education</td>
<td>The purpose of this course is to prepare teachers to develop a balanced and articulated elementary school science program that promotes inquiry. An evaluation of texts and reference materials, development of hands-on activities and assessments, and the use of teacher-made materials and technology are among the topics discussed. Participants also evaluate resources for effective instructional strategies, including safety best practices.</td>
</tr>
<tr>
<td>MED 555</td>
<td>TEACHING METHODS: ELEMENTARY SOCIAL STUDIES</td>
<td>3</td>
<td>College of Education</td>
<td>This methods course is designed for elementary educators who teach social studies in the K-8 classroom. Participants learn to facilitate student-centered, differentiated learning. Participants explore hands-on strategies for designing and implementing cross-curricular work, integrating literacy, creating assessments, and incorporating 21st-century technology to engage learners.</td>
</tr>
<tr>
<td>MED 556</td>
<td>TEACHING METHODS: ELEMENTARY TECHNOLOGY</td>
<td>3</td>
<td>College of Education</td>
<td>The primary focus of this course is the integration of educational technology, particularly the identification of instructional technology to support student learning in an elementary setting. Participants explore, evaluate, select, and integrate the most effective forms of technology resources for student achievement. Another emphasis is on the role of the teacher as a technology leader.</td>
</tr>
<tr>
<td>MED 560</td>
<td>SECONDARY TEACHING METHODS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on enhancing learning at the secondary level. Current trends and issues affecting the secondary classroom are examined, including communication, collaboration, creativity, and critical thinking. Participants develop and evaluate standards-based instruction, curricular materials, and assessment strategies aligned to 21st-century skills.</td>
</tr>
<tr>
<td>MED 561</td>
<td>TEACHING METHODS: SECONDARY ART</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to explore secondary art instruction. Participants learn to create relevant art lesson plans and assessments for diverse learners. Analyzing art, incorporating art from diverse perspectives, using technology for art instruction, and managing art activities in the classroom is also explored.</td>
</tr>
<tr>
<td>MED 563</td>
<td>TEACHING METHODS: SECONDARY MATHEMATICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides participants with the knowledge of research and standards-based pedagogical instructional practice that facilitate learning in the secondary mathematics classroom. Participants explore diversity and equity, mathematics standards and curriculum, and technology integration, as critical components of planning for and implementing mathematics instruction and assessment. In addition, participants examine the importance of teacher reflection, instructional leadership, and professional development to continuously improve one's teaching of mathematics.</td>
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<tr>
<td>MED 566</td>
<td>TEACHING METHODS: SECONDARY TECHNOLOGY</td>
<td>3</td>
<td>College of Education</td>
<td>The primary focus of this course is the integration of educational technology, particularly the identification of instructional technology to support student learning in a secondary setting. Participants explore, evaluate, select, and integrate the most effective forms of technology resources for student achievement. Another emphasis is on the role of the teacher as a technology leader.</td>
</tr>
<tr>
<td>MED 570</td>
<td>TEACHING METHODS: READING THROUGH THE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>During this course, participants address ways to incorporate the arts into the classroom in order to motivate students and to meet the needs of all learners. Emphasis is placed on supporting and enhancing student learning in English, language arts, and reading through integration of the arts. By investigating a variety of resources and techniques, participants develop methods to communicate creatively with and through the arts.</td>
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<tr>
<td>MED 571</td>
<td>TEACHING METHODS: MATHEMATICS THROUGH THE ARTS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed for the elementary classroom, the mathematics lab, and some high school classrooms. This course examines how the different art disciplines apply to processing mathematics concepts. Participants learn to integrate the arts into mathematics instruction, create and adapt lessons for diverse populations, and utilize technology tools and resources for instruction. Participants create materials for use in their respective classrooms and grade levels.</td>
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<tr>
<td>MED 575</td>
<td>TEACHING METHODS: MATHEMATICS ASSESSMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course promotes the understanding of instructional methods for student assessment in the K-8 mathematics classroom. Participants select, develop, manage, and evaluate assessment tools aligned to Common Core State Standards and mathematical practices. Particular emphasis is given to implementing timely, relevant, and thoughtful assessment and providing ongoing feedback.</td>
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<tr>
<td>MFCC 536</td>
<td>CHILD THERAPY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course exposes students to a variety of models in the treatment of children and adolescents, including the developmental variables that may have an effect on behavior and family intervention. Systemic approaches to treatment of chronic illness, incest, delinquent behavior, adolescent chemical dependency, child suicide, psychosomatic disorders, families in crisis, fire setting, school phobia, and other behavior and learning problems are explored.</td>
</tr>
<tr>
<td>MFCC 537</td>
<td>CHILD AND ADOLESCENT COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course exposes students to a variety of models in the treatment of children and adolescents, including the developmental variables that may have an effect on behavior and family intervention. Systemic approaches to treatment of chronic illness, incest, delinquent behavior, adolescent chemical dependency, child suicide, psychosomatic disorders, families in crisis, fire setting, school phobia, and other behavior and learning problems are explored.</td>
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<tr>
<td>MFCC 551CA</td>
<td>LEGAL AND ETHICAL ISSUES IN MARRIAGE AND FAMILY THERAPY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers legal and ethical responsibilities of the marriage and family counselor, including California state laws governing mental health professionals. Emphasis is placed on the current legal patterns and trends governing client rights, duty to warn, duty to protect, treatment of minors, parent consent, multiple relationships, and application in special situations and with special populations. Students learn how to interpret and act appropriately in a wide variety of ethical situations as well as recognize and explore the relationship between a practitioner’s sense of self and human values and his or her professional behavior and ethics.</td>
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<tr>
<td>MFCC 552</td>
<td>LEGAL AND ETHICAL ISSUES IN MARRIAGE AND FAMILY THERAPY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course covers legal and ethical responsibilities of the marriage and family counselor, including codes of ethics and laws governing mental health professionals. Emphasis is placed on the principles governing client rights, duty to warn and protect, multiple relationships, and application in special situations and with special populations; students learn how to interpret and act appropriately in a wide variety of situations.</td>
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<tr>
<td>MFCC 556</td>
<td>FAMILY SYSTEMS THEORY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides an overview of the development of family systems theory as a discipline and the therapeutic approaches that have emerged. Fundamental assumptions and concepts of general systems theory are introduced and contrasted with individual theories of psychology. The historic development of family systems thinking is explored. Evolving therapeutic models are introduced and contrasted with family systems concepts. In this course, students will explore the major systems theories' approaches to diagnosis, treatment, and change and explore ethnic differences in family patterns and attitudes toward therapy. Critiques of systems theory and research issues are discussed.</td>
</tr>
<tr>
<td>MFCC 561</td>
<td>FAMILY INTERVENTIONS</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course introduces fundamental concepts and practices that underlie couples and family therapy in human systems. It teaches an integrative approach to the treatment of the broad range of presenting problems that arise within marriage and family relationships. The course will introduce culture-specific interventions used for the treatment of culturally different families.</td>
</tr>
<tr>
<td>MFCC 562</td>
<td>COUPLES COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course provides students with intensive skill building in working with couples using current developmental and systemic modes. The relationship between theory, interventions, and treatment goals are addressed including communication strategies, managing stress and conflict, and effectively promoting decision-making and problem-solving strategies. Students have opportunities to practice and demonstrate these skills using culturally-diverse case studies.</td>
</tr>
<tr>
<td>MFCC 566</td>
<td>ADVANCED MARRIAGE AND FAMILY THERAPY</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course requires students to apply marriage and family theory and skills acquired throughout the program and allows them to gain a deeper understanding of working with diverse families. Students will go through the process, from intake to termination, of working with a family in a role-play setting incorporating practical applications of assessment, treatment planning, therapeutic interventions, progress notes, and termination summaries. Family interventions will be emphasized, including interventions for families in acute and chronic crisis, and for various ethnic family systems.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MFCC 567</td>
<td>SEMINAR IN MARRIAGE AND FAMILY COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course requires students to apply marriage and family theory and skills acquired throughout the program and allows them to gain a deeper understanding of working with diverse families. Students will go through the process, from intake to termination, of working with a family in a role-play setting incorporating practical applications of assessment, treatment planning, therapeutic interventions, progress notes, and termination summaries. Family interventions will be emphasized, including interventions for families in acute and chronic crisis, and for various ethnic family systems.</td>
</tr>
<tr>
<td>MFCC 591</td>
<td>PRE-PRACTICUM IN MARRIAGE AND FAMILY COUNSELING</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the assessment and continuing development of student counseling and clinical documentation skills. Students have a variety of opportunities to receive feedback and to evaluate their ability to integrate theory into practice. Students determine their styles and strengths as professional counseling practitioners, as well as identify areas needing further development. Individualized practice sessions, case management skills, and feedback are designed into the course.</td>
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<tr>
<td>MFCC 5910</td>
<td>ORIENTATION TO PRACTICUM IN MARRIAGE AND FAMILY COUNSELING</td>
<td>0</td>
<td>College of Social Sciences</td>
<td>This course is an orientation to the pre-practicum and practicum courses.</td>
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<tr>
<td>MFCC 592</td>
<td>PRACTICUM</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>This course focuses on the assessment and continuing development of student counseling skills. Students have a variety of opportunities to receive feedback and to evaluate their ability to integrate theory into practice. Students determine their styles and strengths as professional counseling practitioners, as well as identify areas needing further development. Individualized practice sessions and feedback are designed into the course.</td>
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<tr>
<td>MFCC 597A</td>
<td>INTERNSHIP A</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The Marriage Family Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage family child counseling services to clients under the direction of an approved licensed site supervisor.</td>
</tr>
<tr>
<td>MFCC 597B</td>
<td>INTERNSHIP B</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The Marriage Family Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage family child counseling services to clients under the direction of an approved licensed site supervisor.</td>
</tr>
<tr>
<td>MFCC 597C</td>
<td>INTERNSHIP</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>Students in Arizona, Hawaii, and Nevada must take a third component course to complete the 300-hour (minimum) clinical experience, which has been divided into three fifteen-week parts (A, B, and C), and which comprises Portfolio III of the counseling portfolio series. Student interns are placed in an approved mental health site and receive supervision from an approved site supervisor. In addition, interns meet weekly with their faculty supervisor and internship group to review their clinical work and to receive instruction and share information on related professional issues, including the role and function of supervision, clinical intakes, terminations, case notes, case presentations, and services offered by their internship sites. Interns will also evaluate their growth through the internship and develop a professional resume.</td>
</tr>
<tr>
<td>MFCC 599A</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING A</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The Marriage Family Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage family child counseling services to clients under the direction of an approved licensed site supervisor.</td>
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<tr>
<td>MFCC 599B</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING B</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The Marriage Family Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage family child counseling services to clients under the direction of an approved licensed site supervisor.</td>
</tr>
<tr>
<td>MFCC 599C</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING C</td>
<td>3</td>
<td>College of Social Sciences</td>
<td>The Marriage Family Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage family child counseling services to clients under the direction of an approved licensed site supervisor.</td>
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<tr>
<td>MGT 230</td>
<td>MANAGEMENT THEORY AND PRACTICE</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the rich field of management in theory and practice, and as both a science and an art. Students learn to apply management concepts to current workplace issues. Other topics include increasing competitive forces, expectations for successful performance of employees and organizations, and achieving desired business goals.</td>
</tr>
<tr>
<td>MGT 300</td>
<td>SURVEY OF SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of critical issues faced in small business and entrepreneurship. Emphasis is placed on what a small business entrepreneur should know when starting a business. This includes an overview of how marketing, cash management, strategic pricing, and business planning principles relate to small business and entrepreneurship.</td>
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<tr>
<td>MGT 312</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>3</td>
<td>School of Business</td>
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<td>This course prepares students to understand the influence that behavior has on leading and managing organizations. After completion of this course, students will be able to describe the role of a manager within an organization, summarize key concepts and terminology related to organizational behavior, explain the influence of leadership styles on individual performance, examine the roles and interaction of group and team members, describe the relationship between job fit, job satisfaction, and job performance, and the relationship between the human resource function and organizational development.</td>
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<tr>
<td>MGT 314</td>
<td>HOSPITALITY ENTREPRENEURSHIP</td>
<td>3</td>
<td>School of Business</td>
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<td>This course provides an overview of the managerial and entrepreneurial skills needed to operate and manage a small business in the hospitality industry. Special emphasis is placed on business planning, marketing, financial management, and the regulatory environment.</td>
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<td>MGT 317</td>
<td>CRITICAL SKILLS IN MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
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<td>This course provides students with fundamental knowledge and skills necessary to make important management decisions. This course places emphasis on general managerial knowledge and skills required for effective personal, interpersonal, and group leadership regarding the direction of daily business affairs in a global business environment.</td>
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<tr>
<td>MGT 330</td>
<td>MANAGEMENT THEORY, PRACTICE, AND APPLICATION</td>
<td>3</td>
<td>School of Business</td>
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<td>This course explores the rich field of management in theory and practice, and as both a science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will be stressed.</td>
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<tr>
<td>MGT 360</td>
<td>GREEN AND SUSTAINABLE ENTERPRISE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of sustainable management techniques from an economic, social, and corporate environmental responsibility perspective. Special emphasis is placed on production principles, innovative and sustainable practices, and the importance of managing the bottom line in business.</td>
</tr>
<tr>
<td>MGT 371</td>
<td>LODGING MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with the opportunity to examine various lodging options within the hospitality industry from a managerial perspective. Special emphasis will be placed on guest services and on room division management.</td>
</tr>
<tr>
<td>MGT 373</td>
<td>EVENTS AND RECREATION MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the dynamic field of convention management and recreation businesses. Convention related topics include meeting planning, exhibit management, and event management. Recreation and leisure topics include sporting events and activities, resort offerings, and entertainment. Upon completion of this course students will be able to plan recreational programs and events.</td>
</tr>
<tr>
<td>MGT 380</td>
<td>ORGANIZATIONAL CHANGE MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to be effective agents for change in the business community. This includes a step-wise framework for understanding, designing, and implementing change successfully. Special emphasis is placed on organizational change, program design, change processes, and successfully implementing both short-term and long-term change within the organization.</td>
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<tr>
<td>MGT 401</td>
<td>SMALL BUSINESS: STRUCTURE, PLANNING, FUNDING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of the small business from concept through funding. Emphasis is placed on designing a competitive business model, crafting the business plan, forms of ownership and exploring funding options.</td>
</tr>
<tr>
<td>MGT 411</td>
<td>INNOVATIVE AND CREATIVE BUSINESS THINKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides students with the skills and knowledge necessary for using innovative and creative thinking strategies to improve managerial decision making and problem solving. Emphasis is placed upon learning critical skills to identify and facilitate innovative behavior and collaboration within the organization that will increase sustainable business growth and strengthen abilities to respond to organizational changes and challenges. Course lectures, reading and projects will span theory and practice and draw upon examples from multiple industry sectors.</td>
</tr>
<tr>
<td>MGT 418</td>
<td>EVALUATING NEW BUSINESS OPPORTUNITIES</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on evaluating the benefits and risks associated with new business opportunities. This includes reviewing the projected return on investment, the role of risk, investor considerations, strategic planning, and modeling techniques to analyze possible business ventures.</td>
</tr>
<tr>
<td>MGT 420</td>
<td>MANAGING QUALITY IN THE SUPPLY CHAIN</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides a detailed look at quality management in the company and the supply chain. It addresses the differing theories of quality to include product and process design as well as customer driven quality. This course includes managing supply chain quality through supply chain alliances and development in both the services and manufacturing industries.</td>
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<td>Course Code</td>
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<td>MGT 426</td>
<td>MANAGING CHANGE IN THE WORKPLACE</td>
<td>3</td>
<td>School of Business</td>
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<td></td>
<td>This course provides an overview of methods and</td>
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<td></td>
<td>techniques required of supervisory and manage-</td>
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<td></td>
<td>ment personnel responsible for managing change.</td>
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<td></td>
<td>As a result of the course, students will be</td>
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<td></td>
<td>able to identify and develop strategies for</td>
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<td>managing the following: organizational aspects</td>
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<td></td>
<td>of change, including shifts in leadership,</td>
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<td>reorganizations, working conditions,</td>
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<td>technologically imposed change and workforce</td>
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<td>issues. In addition to developing strategies,</td>
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<td>students will gain expertise in applying</td>
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<td>communication strategies that effectively deal</td>
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<td>with change.</td>
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<td>MGT 434</td>
<td>EMPLOYMENT LAW</td>
<td>3</td>
<td>School of Business</td>
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<td></td>
<td>This course provides an overview of federal</td>
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<td>statutes and state regulated areas that impact</td>
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<td></td>
<td>the personnel function. Among the topics</td>
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<td>addressed are EEO and Affirmative Action,</td>
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<td>OSHA, ERISA, FMLA, and ADA; employee privacy</td>
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<td>issues (polygraph testing, drug and alcohol</td>
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<td>testing, employer searching and monitoring);</td>
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<td></td>
<td>and wrongful discharge.</td>
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<tr>
<td>MGT 445</td>
<td>ORGANIZATIONAL NEGOTIATIONS</td>
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<td>School of Business</td>
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<td></td>
<td>This course provides an overview of negotia-</td>
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<td>tions in an organizational setting. Students</td>
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<td></td>
<td>will learn negotiation processes and strategies,</td>
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<td>the role of stakeholder interests in negotia-</td>
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<td>tion, and how to apply these concepts to the</td>
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<td>workplace. Students will also examine conflict</td>
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<td>management techniques as well as emerging</td>
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<td>negotiation trends in globalization and</td>
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<td>technology.</td>
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<td>MGT 448</td>
<td>GLOBAL BUSINESS STRATEGIES</td>
<td>3</td>
<td>School of Business</td>
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<td>The manager's perspective in the fields of</td>
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<td>international payments, international trade,</td>
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<td>and investment are analyzed. Emphasis is given</td>
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<td>to the materials and concepts that illuminate</td>
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<td>the strategies, structure, practices and</td>
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<td>effects of multinational enterprises. (3 credits;</td>
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<td>5 weeks) Prereq: none</td>
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<td>MGT 455</td>
<td>RISK MANAGEMENT IN THE HOSPITALITY INDUSTRY</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides a framework for assessing risk from the hospitality management perspective. Students will evaluate various risk evaluation tools as appropriate for different components of the hospitality industry. Special emphasis is placed on the assessing risk, the risk management process, risk evaluation, preventative planning.</td>
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<tr>
<td>MGT 465</td>
<td>SMALL BUSINESS AND ENTREPRENEURIAL PLANNING</td>
<td>3</td>
<td>School of Business</td>
<td>This course focuses on the development of a strategic business plan applicable for the needs of a small business or entrepreneurial venture. This will include the strategic and integrative application of financial planning, capital management, marketing, people management, and leadership. Special emphasis is placed on adapting business planning requirements to the realistic needs of small business owners and entrepreneurs.</td>
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<tr>
<td>MGT 470</td>
<td>SUSTAINABLE ENTERPRISE PLANNING</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an integrative discussion on sustainable enterprise planning. Special emphasis is placed on applying environmental science, systems analysis, environmental economics, resource allocation, and the regulatory environment to developing a sustainable business plan for the future.</td>
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<tr>
<td>MGT 498</td>
<td>STRATEGIC MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course gives students the opportunity to integrate management concepts and practices to contemporary business strategies, while discussing the theories of strategic management. This course will focus on improving management decision-making and problem-solving skills. Students will create a strategic management plan.</td>
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<tr>
<td>MGT 521</td>
<td>MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies the tools available to University of Phoenix graduate students and the competencies of successful managers to understand the functions of business. Students develop an increased awareness of their own perceptions and values in order to manage and communicate with others more effectively. Other topics include graduate business program goals, argument construction, decision making, collaboration, and academic research.</td>
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<tr>
<td>MGT 522</td>
<td>PUBLIC ADMINISTRATION-INSTITUTIONS AND PROCESSES</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course applies the tools available to UOP graduate students and the competencies of successful managers to understand the functions of public administration. Students will distinguish the dichotomy between the political system and public administration in the creation and implementation of public policy. Other topics, at the state and local level, include executive &amp; legislative branches of government, the evolution of public administration, intergovernmental relationships, and fiscal sources &amp; uses.</td>
</tr>
<tr>
<td>MGT 527</td>
<td>CONSULTING</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies the tools available to University of Phoenix graduate students and the competencies of successful individuals who exercise influence within an organization but have no direct authority to make changes or implement programs. Students learn their own perceptions and values to communicate more effectively with others. Other topics include Master of Management program goals, argument construction, decision making, collaboration, and academic research.</td>
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<tr>
<td>MGT 538</td>
<td>MANAGING IN A CROSS-CULTURAL ENVIRONMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to persuade decision makers across global dimensions of culture. Students will create a training plan for enhancing cultural awareness and tolerance within a cross-boarder organization. Other topics include cross-cultural communication, differences in decision making, values, motivation, and leadership.</td>
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<tr>
<td>MGT 539</td>
<td>THE GLOBAL ECONOMY</td>
<td>3</td>
<td>School of Business</td>
<td>This course examines the national and global issues that fundamentally change the nature of business functions. Students will investigate strategies and solutions that improve opportunities for economic mobility. Other topics include international business and trade, global marketing, and the role of government policies on organizations.</td>
</tr>
<tr>
<td>MGT 557</td>
<td>NEGOTIATION, POWER, AND POLITICS</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to achieve organizational objectives through formal and informal channels. Students will create a plan to achieve a goal by applying negotiation skills within the formal and informal structures of an organization. Other topics include coalitions, types of power, liaison roles, and persuasion.</td>
</tr>
<tr>
<td>MGT 567</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>School of Business</td>
<td>This course prepares students to align an organization’s social responsibility initiatives with its values. Students will create a proposal for an organization that aligns corporate social initiatives with its values. Other topics include ethics, values awareness, and evaluating the results of social initiatives.</td>
</tr>
<tr>
<td>MGT 572</td>
<td>PUBLIC POLICY PLANNING AND IMPLEMENTATION</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to trace the development of a public policy. For a selected policy, students will analyze the policy making process and the challenges that accompany each stage. Other topics, at the state and local level, include public policy planning, policy evaluation, and stakeholder conflicts.</td>
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<td>Course Code</td>
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<tr>
<td>MGT 582</td>
<td>PUBLIC ADMINISTRATION APPLIED PROJECT</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This capstone course prepares students to improve existing policies. Students will evaluate existing policy and recommend improvements and recommend changes to improve efficiency and effectiveness. Other topics, at the state and local level, include policy creation, policy evaluation, and nontraditional innovative solutions in the public sector.</td>
</tr>
<tr>
<td>MGT 598</td>
<td>CONSULTING PROJECT</td>
<td>3</td>
<td>School of Business</td>
<td>This course applies student understanding of organizations and project management to the development of a consulting project. The course requires students to synthesize and integrate theory and practice from all prior courses in the program.</td>
</tr>
<tr>
<td>MGT 711</td>
<td>STRATEGIC OPPORTUNITIES IN AN INTERNET-BASED GLOBAL ECONOMY</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course evaluates models for creating economically viable global businesses using the technology of the Internet. Topics include assessing successful e-business and management models, evaluating and summarizing the macroeconomic and societal factors that contribute to the success of business strategy in a global environment. Outcomes include developing a strategic e-business plan and creating solutions and recommendations for global e-businesses.</td>
</tr>
<tr>
<td>MGT 716</td>
<td>MANAGEMENT PHILOSOPHIES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>Completion of this research-based course will empower learners to explore, analyze, and critically evaluate historical and current management philosophies and theories. The course focus is on understanding, designing, and executing sustainable management strategies that meet the demands of domestic and global competition.</td>
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<tr>
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<td>MGT 721</td>
<td>MANAGING THE RISKS IN A GLOBAL ENVIRONMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course evaluates alternative practices to manage risk in a global environment. Topics include measuring cultural implications, as well as economic, financial, and political risks. Students will utilize models to evaluate instruments of global investment and predict where to invest internationally.</td>
</tr>
<tr>
<td>MGT 726</td>
<td>EMERGING MANAGERIAL PRACTICES</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course prepares students to implement emerging managerial practices designed to develop organizational agility and responsiveness. Additionally, students will be able to adapt best practices, implement high-performance work teams, and build advanced strategies for effective global communications. Emphasis is placed on how organizational leaders are encouraged to develop and demonstrate creative, adaptive, and flexible business approaches to meet the challenges of the future of work.</td>
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<tr>
<td>MGT 736</td>
<td>CONTEMPORARY SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>School of Advanced Studies</td>
<td>This course empowers students to manage complexity and lead organizations through strategic decision making. Students focus on managing information systems and theoretical and practical frameworks to enable organizational performance and innovation.</td>
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<tr>
<td>MGT TM562</td>
<td>LEVERAGING TECHNOLOGY IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to leverage technology in support of effective and efficient administration of government. Students will apply technology concepts to enhance self-service tools for citizens while providing data security and respecting privacy concerns. Other topics, at the state and local level, include mobility, database interconnectivity, Internet, intranet &amp; extranet, and data maintenance &amp; retrieval.</td>
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### MGTP 312 ORGANIZATIONAL BEHAVIOR FOR MANAGERS

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<th>Course Code</th>
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<tbody>
<tr>
<td>MGTP 312</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>School of Business</td>
<td>This course prepares students to understand the influence that behavior has on leading and managing organizations. After completion of this course, students will be able to describe the role of a manager within an organization, summarize key concepts and terminology related to organizational behavior, explain the influence of leadership styles on individual performance, examine the roles and interaction of group and team members, describe the relationship between job fit, job satisfaction, and job performance, and the relationship between the human resource function and organizational development.</td>
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### MGTX 572 PUBLIC POLICY PLANNING AND IMPLEMENTATION

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<th>Course Code</th>
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<th>College of Criminal Justice and Security</th>
<th>Description</th>
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<tbody>
<tr>
<td>MGTX 572</td>
<td>PUBLIC POLICY PLANNING AND IMPLEMENTATION</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students to trace the development of a public policy. For a selected policy, students will analyze the policy making process and the challenges that accompany each stage. Other topics, at the state and local level, include public policy planning, policy evaluation, and stakeholder conflicts.</td>
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### MGTX 582 PUBLIC ADMINISTRATION APPLIED PROJECT

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<th>Course Code</th>
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<th>College of Criminal Justice and Security</th>
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<tbody>
<tr>
<td>MGTX 582</td>
<td>PUBLIC ADMINISTRATION APPLIED PROJECT</td>
<td>College of Criminal Justice and Security</td>
<td>This capstone course prepares students to improve existing policies. Students will evaluate existing policy and recommend improvements and recommend changes to improve efficiency and effectiveness. Other topics, at the state and local level, include policy creation, policy evaluation, and nontraditional innovative solutions in the public sector.</td>
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### MKT 310 PERSONAL SELLING

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<th>School of Business</th>
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<tr>
<td>MKT 310</td>
<td>PERSONAL SELLING</td>
<td>School of Business</td>
<td>This course provides students with the tools and techniques necessary to understand the personal sales process. After completion of this course, students will be able to create a personal sales presentation, describe sales negotiations, compare and contrast the categories of prospect objections, summarize the elements of the closing process, and identify ethical frameworks associated with sales professional associations.</td>
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<td>Course Code</td>
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<tr>
<td>MKT 320</td>
<td>BUSINESS-TO-BUSINESS SALES MANAGEMENT</td>
<td>3</td>
<td>This course provides students with an understanding of the business-to-business selling relationship and the challenges associated with maintaining these relationships. After the completion of this course, students will be able to describe the complexities of business-to-business selling relationships, create numerous presentations to address the variety of audiences in the business-to-business setting, examine legal issues associated with business-to-business selling, and evaluate the ethical considerations of relationship building behavior within a business-to-business sales relationship.</td>
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<tr>
<td>MKT 360</td>
<td>SALES FORCE MANAGEMENT</td>
<td>3</td>
<td>This course provides students with an overview of the functions and activities related to managing a sales force. After the completion of this course, students will be able to summarize the responsibilities of a sales manager, evaluate the techniques used to recruit sales force candidates, describe sales territory strategies, examine the methods used in lead generation, and explain the approaches used to forecast sales performance information.</td>
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<tr>
<td>MKT 411</td>
<td>GREEN MARKETING</td>
<td>3</td>
<td>This course applies the principles of sustainability and the philosophy of being environmentally green to the area of marketing. Special emphasis is placed on sustainable product design; awareness and cause marketing; public relations and green-washing; and emerging going-green marketing trends.</td>
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<tr>
<td>MKT 421</td>
<td>MARKETING</td>
<td>3</td>
<td>This course involves an analysis of the role of marketing within the organization. Other topics include analyzing consumer behavior, identifying marketing variables, creating marketing strategies, and describing challenges of international marketing issues.</td>
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<td>MKT 431</td>
<td>SMALL BUSINESS MARKETING</td>
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<td>MKT 435</td>
<td>CONSUMER BEHAVIOR</td>
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<td>MKT 438</td>
<td>PUBLIC RELATIONS</td>
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<td>School of Business</td>
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<td>MKT 440</td>
<td>FUNDAMENTALS OF DIGITAL MARKETING</td>
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<tr>
<td>MKT 441</td>
<td>MARKETING RESEARCH</td>
<td>3</td>
<td>School of Business</td>
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<td>MKT 443</td>
<td>SOCIAL MEDIA MARKETING</td>
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<td>MKT 444</td>
<td>HOSPITALITY MARKETING</td>
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<td>MKT 446</td>
<td>SEARCH ENGINE OPTIMIZATION</td>
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<td>School of Business</td>
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<td>MKT 447</td>
<td>ADVERTISING AND CREATIVE STRATEGY</td>
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<td>MKT 448</td>
<td>WEB ANALYTICS FOR DIGITAL MARKETING</td>
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<td>MKT 455</td>
<td>INTERNET MARKETING</td>
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<td>MKT 468</td>
<td>CUSTOMER RELATIONSHIP MANAGEMENT</td>
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<td>MKT 498</td>
<td>INTEGRATED MARKETING STRATEGY</td>
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<td>MKT 544</td>
<td>INTEGRATED MARKETING COMMUNICATIONS</td>
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<td>MKT 552</td>
<td>TECHNOLOGY APPLICATIONS &amp; E-MARKETING</td>
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<td>MKT 554</td>
<td>CONSUMER BEHAVIOR</td>
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<td>PRODUCT DESIGN AND DEVELOPMENT</td>
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<td>MKT 711</td>
<td>MARKETING AND MANAGING THE CUSTOMER RELATIONSHIP</td>
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<td>MKT GM571</td>
<td>INTERNATIONAL MARKETING</td>
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<td>MKT TM571</td>
<td>MARKETING HIGH TECHNOLOGY PRODUCTS</td>
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<tr>
<td>MLFC 560</td>
<td>HISTORICAL AND CULTURAL PERSPECTIVES OF THE MILITARY</td>
<td>3</td>
<td>College of Social Sciences</td>
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<tr>
<td>MLFC 561</td>
<td>DEPENDENCY AND ADDICTIONS</td>
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<td>MLFC 565</td>
<td>FAMILY, COUPLE AND CHILD COUNSELING</td>
<td>3</td>
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<tr>
<td>MLFC 566</td>
<td>GRIEF LOSS AND TRANSITION ISSUES FOR MILITARY FAMILIES</td>
<td>3</td>
<td>College of Social Sciences</td>
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<tr>
<td>MLFC 567</td>
<td>COUNSELING MILITARY FAMILIES</td>
<td>College of Social Sciences</td>
<td>This course focuses on the strengths, vulnerabilities, and capabilities of a military family, including the unique aspects of guard and reserve families. The family systems model is used to address issues that different family members face, including spouses, children, and families of unmarried service members. Parenting issues relevant to military families are also addressed. During the course, local resources are explored to assist families throughout their military service.</td>
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<tr>
<td>MLFC 568</td>
<td>ASSESSMENT AND INTERVENTION STRATEGIES FOR MILITARY FAMILIES</td>
<td>College of Social Sciences</td>
<td>The focus of this course is on the assessments and interventions used to work with military families. When providing assessments and interventions, it is crucial to understand that the military has a distinct culture. This course explores how professionals can address the stigma associated with service members seeking mental health care, which may deter them from receiving therapy. Ethically and culturally appropriate, theory-based assessment and interventions strategies are explored. In addition, current research on best practices is considered, and case conceptualizations are required.</td>
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<tr>
<td>MLF-CN 560</td>
<td>MILITARY FAMILY COUNSELING: MILITARY HISTORY AND CULTURE</td>
<td>College of Social Sciences</td>
<td>This course is designed to focus on understanding the historical and cultural perspectives of the military. Participants examine the unique characteristics of military life, the effect on individuals in military families, and the differences between required service during the draft and voluntary service since the early 1970s. Topics such as military jargon, differences between the services, rank and pay-grade categories, and other basic information related to military culture are covered. In addition, participants explore the need for additional mental health services and trained mental health professionals who can work with military families. Ethical and legal issues involved in counseling military families are also addressed.</td>
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<tr>
<td>MPA 503</td>
<td>PUBLIC ADMINISTRATION INSTITUTIONS AND PROCESSES</td>
<td>College of Criminal Justice and Security</td>
<td>This course applies the tools available to UOPX graduate students and the competencies of successful managers to understand the functions of public administration. Students will understand the relationship between the political system and public administration in the creation and implementation of public policy. Other topics, at the state and local level, include executive &amp; legislative branches of government, the evolution of public administration, intergovernmental relationships, and fiscal sources &amp; uses.</td>
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<tr>
<td>MPA 533</td>
<td>LEADING ORGANIZATIONAL CHANGE IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>College of Criminal Justice and Security</td>
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<tr>
<td>MPA 543</td>
<td>DATA ANALYSIS FOR PUBLIC POLICY AND MANAGEMENT</td>
<td>3</td>
<td>College of Social Sciences</td>
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<td>MPA 553</td>
<td>PUBLIC FINANCE</td>
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<td>MPA 563</td>
<td>PUBLIC BUDGETING</td>
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<td>MPA 573</td>
<td>PROGRAM EVALUATION</td>
<td>3</td>
<td>College of Social Sciences</td>
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<td>MPA 583</td>
<td>PUBLIC POLICY PLANNING AND IMPLEMENTATION</td>
<td>3</td>
<td>College of Social Sciences</td>
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<tr>
<td>MPA 593</td>
<td>PUBLIC ADMINISTRATION APPLIED PROJECT</td>
<td>3</td>
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<tr>
<td>MPA TM543</td>
<td>LEVERAGING TECHNOLOGY IN THE PUBLIC SECTOR</td>
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<td>College of Criminal Justice and Security</td>
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<td>MSA 501</td>
<td>MANAGING THE BUSINESS ENVIRONMENT</td>
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<td>MSA 502</td>
<td>THE EXTERNAL FACTORS THAT IMPACT BUSINESS</td>
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<tr>
<td>MSA 503</td>
<td>ACCOUNTING AND FINANCIAL DECISION MAKING</td>
<td>3</td>
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<td>MTE 500</td>
<td>ORIENTATION TO THE SPECIAL EDUCATION CERTIFICATION PROGRAM</td>
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<td>MTE 501</td>
<td>THE ART AND SCIENCE OF TEACHING</td>
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<td>MTE 502</td>
<td>ORIENTATION TO THE CTEL PROGRAM</td>
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<td>MTE 503</td>
<td>ORIENTATION TO ALTERNATIVE PATHWAY CERTIFICATE</td>
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<td>MTE 505</td>
<td>CHILD AND ADOLESCENT DEVELOPMENT</td>
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<td>MTE 506</td>
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<td>MTE 506CA</td>
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<td>MTE 507</td>
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<td>MTE 518</td>
<td>MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES</td>
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<td>MTE 518CA</td>
<td>MODELS, THEORIES, AND INSTRUCTIONAL STRATEGIES</td>
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<td>MTE 520</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
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<td>MTE 520CA</td>
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<td>MTE 522</td>
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<td>MTE 522CA</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE FOR ELEM SETTINGS</td>
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<td>MTE 523</td>
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<td>MTE 523CA</td>
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<td>This course examines the strategies used in managing a positive classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for their targeted grade levels and needs.</td>
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<tr>
<td>MTE 528CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: VISUAL ARTS</td>
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<td>This course explores the theory, application, and strategies of teaching visual art in middle and secondary school. Participants identify the educational needs of students by exploring current instructional theory, national and state standards, assessment practices, aesthetic valuing, artistic perception, and historical and cultural origins that impact art. The course also helps prospective educators develop skills in adapting delivery methods and behavior management plans for individual students and diverse populations. The course will also emphasize classroom management skills and use of technology as they relate to visual art instruction.</td>
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<tr>
<td>MTE 529</td>
<td>READING AND PHONOLOGICAL THEORY</td>
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<td>This course expounds upon the basic premise that systematically integrated phonics instruction is a fundamental component of effective reading programs. Students will study the relevant research and applications that support principles of sequential phonics instruction and phonological awareness and review traditional and contemporary phonics approaches.</td>
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<td>MTE 531</td>
<td>CURRICULUM CONST &amp; ASSMT: HISTORY SOCIAL SCIENCE</td>
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<td>This course defines and provides a context for teaching and assessing K-8 students in the areas of history and social science based on scope, sequence, and national and state standards. Instructional approaches for the content area within the framework of an integrated curriculum are explored, including the use of critical thinking skills and study skills. Students develop alternative assessments and traditional testing tools based on clear criteria, which are designed to yield accurate information on student progress.</td>
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<td>MTE 531CA</td>
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<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SCIENCE &amp; MATHEMATICS</td>
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<td>MTE 534</td>
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<td>MTE 534CA</td>
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<td>MTE 536</td>
<td>CHILDREN'S LITERATURE</td>
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<td>CURRICULUM CONST &amp; ASSMT: PHYSICAL EDUCATION AND HEALTH</td>
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<td>CURRICULUM CONST &amp; ASSMT: SECONDARY METHODS</td>
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<td>MTE 541</td>
<td>LANGUAGE DEVELOPMENT FOR SECONDARY SETTINGS</td>
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<td>MTE 543</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY VISUAL &amp; PERFORMING ART</td>
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<td>MTE 544CA</td>
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<td>MTE 546CA</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH LANGUAGE ARTS</td>
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<td>MTE 549</td>
<td>CURRICULUM CONST &amp; ASSMT: DISTANCE EDU METHODS FOR SEC SCHL</td>
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<td>MTE 550</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: GLOBAL LANGUAGES</td>
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<td>MTE 553</td>
<td>INSTRUCTION AND ASSESSMENT OF ENGLISH LANGUAGE LEARNERS</td>
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<td>MTE 556</td>
<td>CURR CONSTR &amp; ASSESS: DISTANCE ED METHODS FOR SEC SCHOOLS</td>
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<td>MTE 566</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH LANGUAGE ARTS</td>
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<td>This course explores the application of basic instructional methods to the content area of English language arts in middle school and high school settings. Participants identify the educational needs of middle level and secondary students by exploring current instructional theory, models, and strategies; state, local, and national standards as they relate to instruction, assessment, and accountability; and social issues that impact reading, listening, speaking, and writing in the classroom. The course also helps prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations.</td>
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<td>MTE 567</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY HISTORY SOCIAL SCIENCE</td>
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<td>This course explores the application of basic instructional methods and strategies of teaching social studies in middle school and high school settings. Participants identify the educational needs of secondary students by exploring current instructional and assessment theory; national, state, and local standards; and social issues that are found in various social studies courses. The course also helps prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations.</td>
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<td>MTE 567CA</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY HISTORY SOCIAL SCIENCE</td>
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<td>This course explores the application of basic instructional methods and strategies of teaching social studies in middle school and high school settings. Participants identify the educational needs of secondary students by exploring current instructional and assessment theory; national, state, and local standards; and social issues that are found in various social studies courses. The course also helps prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations.</td>
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<td>This course is designed to prepare students to teach science at the secondary school level. To meet this objective, students will explore the instructional methods in science content areas in middle level and high school settings. Participants will identify the educational needs of secondary students by exploring current instructional theory; national, state, and local standards; and social issues that impact the science classroom. The course also helps prospective educators develop skills in selecting and adapting instruction and management plans for diverse student populations.</td>
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<td>MTH 221</td>
<td>DISCRETE MATH FOR INFORMATION TECHNOLOGY</td>
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<td>STATISTICS FOR THE LIFE SCIENCES</td>
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<td>MTH 506</td>
<td>METHODS OF TEACHING MATHEMATICS</td>
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<td>MTH 535</td>
<td>GEOMETRY</td>
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<td>This course is designed to have students demonstrate the ability to use fundamental concepts of geometry including definitions, basic constructions, tools of geometry, and coordinate geometry to recognize geometry as an axiomatic system.</td>
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<td>MTH 540</td>
<td>STATISTICS</td>
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<td>This course surveys descriptive and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered in this course. It examines the role of statistical analysis, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings through the applications and functions of statistical methods.</td>
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<td>MTH 575</td>
<td>MATHEMATICS INSTRUCTION FOR SPECIAL EDUCATION</td>
<td>3</td>
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<td>This course focuses on the methodology and assessment strategies that enhance learning in mathematics for exceptional learners. Attention is given to an overview of mathematics content and process standards. Emphasis is placed on ranges of abilities and needs, modifications and accommodations, instructional strategies, and classroom management.</td>
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<td>MUS 250</td>
<td>MUSIC APPRECIATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
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<td>This course is a survey of music and its intersections with history and culture covering how music functions as an emotional force as both a universal language of expression and construction of individual identity. Through an appreciation focusing on musical genres from Western classical to rock and roll, important figures and themes illuminate the importance of music in history and cultural identity.</td>
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<td>NRP 505</td>
<td>ROLE OF ADVANCED PRACTICE NURSE</td>
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<td>NRP 516</td>
<td>ADVANCED HEALTH ASSESSMENT</td>
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<tr>
<td>NRP 527</td>
<td>ETHICS, HUMAN DIVERSITY AND SOCIAL ISSUES</td>
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<td>NRP 540</td>
<td>MANAGEMENT OF PEDIATRIC AND ADOLESCENT POPULATIONS</td>
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<td>NRP 541</td>
<td>MANAGEMENT OF PEDIATRIC AND ADOLESCENT POPULATIONS</td>
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<td>College of Health Sciences and Nursing</td>
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<td>NRP 542</td>
<td>PEDIATRIC AND ADOLESCENT CLINICAL</td>
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<tr>
<td>NRP 545A</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
<td>4</td>
<td>This two-part, combined theory and clinical course focuses on management of common pathological conditions related to the cardiovascular, respiratory, endocrine and neurovascular systems for adults and geriatric patients including implications for the individual as well as the family. Theory and clinical experiences emphasize prevention, disease management, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated.</td>
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<tr>
<td>NRP 545B</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
<td>4</td>
<td>This two-part, combined theory and clinical course focuses on management of common pathological conditions related to the musculoskeletal, gastrointestinal, hematological, neurological, and genito-urinary systems for adults and geriatric patients including implications for the individual as well as the family. In addition, management of psychiatric issues and skin pathology will be discussed. Theory and clinical experiences emphasize prevention, disease management, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated.</td>
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<tr>
<td>NRP 546</td>
<td>ADULT AND GERIATRIC MANAGEMENT 1</td>
<td>3</td>
<td>This two-part, theoretical foundations course focuses on health promotion, disease management and prevention of common pathological conditions related to the cardiovascular, respiratory, endocrine, and neurovascular systems for adults and geriatric patients including implications for the individual as well as the family. Emphasis is on standards of care, evidenced based practice, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated.</td>
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<tr>
<td>NRP 547</td>
<td>ADULT AND GERIATRIC CLINICAL 1</td>
<td>1</td>
<td>This 45-hour precepted clinical course in the population of adults and geriatrics provide students with clinical experiences needed to develop and broaden their clinical skills and judgments. Students will consolidate and refine their acquired skills in assessment and management in order to attain a level of competency and proficiency that will allow them to function independently in the nurse practitioner role.</td>
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<td>NRP 548</td>
<td>ADULT AND GERIATRIC MANAGEMENT 2</td>
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<td>ADULT AND GERIATRIC CLINICAL 2</td>
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<td>CLINICAL PROCEDURES</td>
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<td>FINAL PRECEPTORSHIP</td>
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<tr>
<td>NSCI 280</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
<td>College of Humanities and Sciences</td>
<td>Anatomy and Physiology I is the first of a two-course sequence examining the terminology, structure, function, and interdependence of the human body systems. This course includes a study of the cells, chemistry, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems. In conjunction with classroom instruction, the anatomy and physiology online lab component for this course requires students to apply knowledge from the classroom to online experiments and critical thinking application exercises.</td>
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<tr>
<td>NSCI 281</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>College of Humanities and Sciences</td>
<td>Anatomy and Physiology II is the second in a two course sequence examining the terminology, structure, function, and interdependence of systems within the human body. This course includes a study of circulatory, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Discussion includes the application of nutrition, fluid, electrolyte and acid base balance, and genetics as applicable to the weekly course content. In conjunction with the classroom instruction, the anatomy and physiology online lab component for this course requires students to apply knowledge learned regarding the systems through online experiments and critical thinking application exercises.</td>
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<tr>
<td>NSE 721</td>
<td>THEORIES OF NURSING EDUCATION</td>
<td>School of Advanced Studies</td>
<td>This course examines historical and current theories as a basis for the nursing education curriculum. With a foundation based in major theorists and tenets of the theories, learners analyze select curricula for evidence of the various theories, investigate implications of the theories applied to nursing education and interpret the interaction of the theories with current and evolving public policy.</td>
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<tr>
<td>NSE 722</td>
<td>INSTRUCTIONAL DESIGN AND CURRICULUM DEVELOPMENT</td>
<td>School of Advanced Studies</td>
<td>This course analyzes the models and processes of instruction in nursing education programs. Effective instructional models explore the relationship of theories, standards, teaching strategies and learner outcomes. The importance of curriculum design, delivery, and evaluation are related to program outcomes. Instructional models for diverse populations, improvement of programs, and staff development are a special focus. Learners synthesize systemic teaching-learning models that include schedule, structure, stakeholder involvement, and curricular outcomes. Explication of implicit, hidden, cultural, and institutional aspects of curriculum design and delivery inform the learner’s development approach.</td>
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<tr>
<td>NSE 723</td>
<td>MEASUREMENT AND EVALUATION</td>
<td>3</td>
<td>This course explores program measurement and evaluation models and methods utilized in nursing education and learning organizations. Both formative and summative methods are discussed along with a debate of the merits and faults that apply to each evaluation method. Accreditation issues for nursing programs are a key topic. The influence of leadership style on program evaluation methods is examined. Assumptions of program evaluation and factors affecting reliability and validity are key topics presented and are integral to the measurement and evaluation processes.</td>
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<tr>
<td>NSG 300</td>
<td>INTRODUCTION TO THE SCHOOL OF NURSING</td>
<td>3</td>
<td>This introductory course to the School of Nursing is designed to orient students to the nursing curriculum and program. Students will receive an introduction to the simulation laboratory. Students will develop strategies for achieving educational goals that assist them to be successful in the undergraduate program. Strategies for success will include improving test-taking skills, utilizing case studies, and studying test questions that are similar to those of the NCLEX-RN Examination.</td>
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<tr>
<td>NSG 301</td>
<td>TRANSITION TO BACCALAUREATE STUDIES</td>
<td>3</td>
<td>This course introduces baccalaureate students to the nursing program and curriculum. Topics include critical thinking, collaboration, research, academic honesty, APA guidelines, and communication skills. A key focus is introducing students to professional nursing resources and university resources designed for student success.</td>
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<tr>
<td>NSG 302</td>
<td>PROFESSIONAL CONTEMPORARY NURSING ROLE AND PRACTICE</td>
<td>3</td>
<td>This course introduces the School of Nursing’s philosophical framework for professional practice and the baccalaureate role of the nurse as practitioner, leader, and educator. Topics include critical thinking, clinical judgment, collaboration and communication skills, evidenced-based practice and professional values and responsibilities. A key focus is introducing students to professional nursing and behaviors necessary for professional accountability.</td>
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<td>NSG 320</td>
<td>PROFESSIONAL NURSING ROLE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 330</td>
<td>PHYSICAL ASSESSMENT</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 340</td>
<td>MEDICAL SURGICAL NURSING I: ACUTE</td>
<td>5</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 345</td>
<td>MEDICAL SURGICAL NURSING II: COMPLEX AND GERIATRICS</td>
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<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 391</td>
<td>PROFESSIONAL NURSING PRACTICE</td>
<td>3</td>
<td>This course focuses on the professional role and discipline of nursing. Students will examine the image of nursing and develop strategies for improvement. Standards of professional practice will be discussed in relation to the profession, role, and value behavior.</td>
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<tr>
<td>NSG 397</td>
<td>PROFESSIONAL NURSING ROLE</td>
<td>3</td>
<td>This course introduces the School of Nursing's philosophical framework for professional practice and the interrelated roles of the nurse as practitioner, leader, and researcher. Topics include critical thinking, clinical judgment, and professional values and responsibilities. A key focus is the behaviors necessary for professional and academic accountability.</td>
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<tr>
<td>NSG 400</td>
<td>THEORETICAL BASIS FOR NURSING PRACTICE</td>
<td>3</td>
<td>This course focuses on the conceptual and theoretical aspects of professional nursing practice within the unifying framework of Watson's Theory of Human Caring and its practical applications to practice. The taxonomies of Nursing Diagnosis, Nursing Interventions Classification (NIC), and Nursing Outcomes Classifications (NOC) are introduced. The course examines the application of theories to nursing practice.</td>
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<tr>
<td>NSG 410</td>
<td>PSYCHIATRIC AND MENTAL HEALTH NURSING</td>
<td>3</td>
<td>The focus of this course is the provision of nursing care to the client with alteration in mental health. Watson's Theory of Human Caring will be used to apply critical thinking pathways to the individual with acute and chronic mental health problems. Students are required to successfully complete 45 clinical hours to pass the course that includes immersive simulation learning.</td>
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<td>NSG 415</td>
<td>THEORY-BASED NURSING PRACTICE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 416</td>
<td>THEORETICAL DEVELOPMENT AND CONCEPTUAL FRAMEWORKS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 420</td>
<td>COMMUNITY AND FAMILY NURSING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 425</td>
<td>NURSING ETHICS AND PROFESSIONALISM</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 426</td>
<td>INTEGRITY IN PRACTICE: ETHIC AND LEGAL CONSIDERATIONS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 430</td>
<td>EVIDENCE-BASED PRACTICE &amp; INFORMATION TECH IN HEALTH CARE</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 435</td>
<td>MATERNAL - CHILD NURSING</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 440</td>
<td>PEDIATRIC NURSING</td>
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<td>College of Health Sciences and Nursing</td>
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<td>NSG 450</td>
<td>EPIDEMIOLOGY AND GLOBAL HEALTH</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 451</td>
<td>PROFESSIONAL NURSING LEADERSHIP PERSPECTIVES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 455</td>
<td>EVIDENCE-BASED PRACTICE AND STATISTICS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 456</td>
<td>RESEARCH OUTCOMES MANAGEMENT FOR THE PRACTICING NURSE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 467</td>
<td>INFLUENCING QUALITY IMPROVEMENT</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 468</td>
<td>INFLUENCING QUALITY WITHIN HEALTHCARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 470</td>
<td>NURSING LEADERSHIP AND MANAGEMENT</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 478</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 480</td>
<td>NURSING SYNTHESIS</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 482</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 485</td>
<td>PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 486</td>
<td>PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 495</td>
<td>SENIOR LEADERSHIP PROJECT</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 498</td>
<td>SENIOR LEADERSHIP PRACTICUM</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 500</td>
<td>AN INTEGRATED APPROACH TO PATHOPHYSIOLOGY AND PHARMACOLOGY</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 501</td>
<td>PATHOPHYSIOLOGY, ASSESSMENT VARIABLES AND PHARMACOLOGY I</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 502</td>
<td>PATHOPHYSIOLOGY, ASSESSMENT VARIABLES AND PHARMACOLOGY II</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 505</td>
<td>COMPREHENSIVE HEALTH ASSESSMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 510</td>
<td>THEORETICAL FOUNDATIONS OF NURSING ROLES AND PRACTICE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 515</td>
<td>NURSING RESEARCH AND EVIDENCE-BASED PRACTICE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 516AD</td>
<td>PRACTICUM I</td>
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<td>NSG 516ED</td>
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<td>NSG 517AD</td>
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<td>College of Health Sciences and Nursing</td>
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<td>NSG 520</td>
<td>NURSING LEADERSHIP</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 525</td>
<td>ROLE OF THE NURSE EDUCATOR</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 530</td>
<td>THEORY AND PRINCIPLES OF NURSING EDUCATION</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 531</td>
<td>PROGRAM AND COURSE DEVELOPMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 532</td>
<td>INNOVATIVE CURRICULUM DESIGN</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 535</td>
<td>CURRICULUM DEVELOPMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 540</td>
<td>INSTRUCTIONAL DESIGN AND TECHNOLOGY</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 545</td>
<td>ASSESSMENT, MEASUREMENT, AND EVALUATION</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 547</td>
<td>HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 550</td>
<td>ROLE OF THE NURSE ADMINISTRATOR</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 557</td>
<td>ORGANIZATIONAL DYNAMICS AND SYSTEMS THINKING</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NSG 567</td>
<td>FINANCIAL RESOURCES MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 577</td>
<td>CONTINUOUS QUALITY MONITORING AND OUTCOMES IMPROVEMENT</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
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<td>NSG 580</td>
<td>PRACTICUM</td>
<td>4</td>
<td>College of Health Sciences and Nursing</td>
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<tr>
<td>NTC 245</td>
<td>FOUNDATION OF LOCAL AREA NETWORKS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 247</td>
<td>WIRELESS NETWORKING CONCEPTS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 248</td>
<td>FOUNDATIONS OF NETWORKING</td>
<td>3</td>
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<td>NTC 255</td>
<td>STORAGE AND MANAGEMENT OF DATA</td>
<td>3</td>
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<tr>
<td>NTC 260</td>
<td>FOUNDATIONS OF CLOUD SERVICES</td>
<td>3</td>
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<tr>
<td>NTC 270</td>
<td>STORAGE MANAGEMENT APPLIED CAPSTONE</td>
<td>3</td>
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<tr>
<td>NTC 275</td>
<td>STORAGE MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>This is the capstone course for information storage management. The course provides students with the opportunity to integrate and apply learning from their program of study in a comprehensive manner. Students will demonstrate competency and skills in the monitoring and management of information storage infrastructure, explain and use relevant network security concepts, and apply cloud interface standards and protocols for building cloud infrastructure.</td>
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<tr>
<td>NTC 300</td>
<td>CLOUD TECHNOLOGIES</td>
<td>3</td>
<td>This course provides an introduction to how data is architected and organized. It discusses the different data models used to store data, it outlines several schemas that drive how data is structured, and provides other database concepts relating to the design and architecture of data.</td>
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<tr>
<td>NTC 302</td>
<td>NETWORK WEB SERVICES</td>
<td>3</td>
<td>This course focuses on Network Web Services with a specific focus on Amazon Web services. The courses will help an IT professional identify and gather requirements in order to define a Web Services solution to be built using architecture best practices and to be capable of providing guidance on architectural best practices to developers and system administrators throughout the lifecycle of the web services project.</td>
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<tr>
<td>NTC 320</td>
<td>NETWORK DESIGN ASSOCIATE</td>
<td>3</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the CISCO CCDA: Cisco Certified Design Associate certification exam. Topics include: understanding the methodology used to design a network; describing network structure and modularity; and designing enterprise campus networks, enterprise edge and remote network modules, IP addressing and routing protocols, and network services.</td>
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<td>NTC 324</td>
<td>WINDOWS SERVER CONFIGURATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 326</td>
<td>ADMINISTERING WINDOWS SERVER</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 328</td>
<td>ADVANCED WINDOWS SERVICES</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<td>NTC 332</td>
<td>WINDOWS SERVER INFRASTRUCTURE DESIGN</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<td>NTC 334</td>
<td>WINDOWS SERVER INFRASTRUCTURE IMPLEMENTATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 340</td>
<td>DESKTOP VIRTUALIZATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 345</td>
<td>CLOUD VIRTUALIZATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 350</td>
<td>DATA CENTER VIRTUALIZATION</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 361</td>
<td>NETWORK AND TELECOMMUNICATIONS CONCEPTS</td>
<td>3</td>
<td>College of Health Sciences and Nursing</td>
</tr>
<tr>
<td>NTC 362</td>
<td>FUNDAMENTALS OF NETWORKING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
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<tr>
<td>NTC 405</td>
<td>TELECOMMUNICATIONS AND NETWORKING I</td>
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<td>SENIOR PRACTICUM: LEADERSHIP AND MANAGEMENT</td>
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<td>ANALYSIS OF RESEARCH REPORTS</td>
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<td>ISSUES IN ADVANCED PRACTICE</td>
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<td>POLICY, ORGANIZATION, AND FINANCING OF HEALTH CARE</td>
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<td>RESEARCH UTILIZATION PROJECT</td>
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<td>PROFESSIONAL NURSING LEADERSHIP</td>
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<td>NUR 701</td>
<td>PHILOSOPHY OF NURSING SCIENCE</td>
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<td>NUR 702</td>
<td>THEORY CONSTRUCTION AND CONCEPT ANALYSIS</td>
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<td>THEORETICAL APPLICATIONS IN EVIDENCE-BASED PRACTICE</td>
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<td>NUR 721</td>
<td>COMPONENTS OF GRANT WRITING</td>
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<td>NUR 725</td>
<td>METHODS FOR CLINICAL RESEARCH</td>
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<td>NURLAB 001</td>
<td>NURSING LAB</td>
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<tr>
<td>NURSKILWK</td>
<td>NURSING LAB SIMULATION</td>
<td>College of Health Sciences and Nursing</td>
<td>Students will be involved in Nursing Skills Practice experience in Nursing Center with Nursing Faculty.</td>
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<tr>
<td>OI 365</td>
<td>KNOWLEDGE MANAGEMENT AND INTELLECTUAL CAPITAL</td>
<td>School of Business</td>
<td>In this course, students are provided the knowledge and skills necessary for effective knowledge management present in today’s increasingly innovative and global business environment. Students will be asked to consider a variety of topics critical to an organization’s long-term success including, but not limited to innovation, intellectual capital, goodwill, brand recognition, organizational partnerships, and organizational culture.</td>
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<tr>
<td>OI 466</td>
<td>ORGANIZATIONAL INNOVATION INTEGRATED PROJECT</td>
<td>School of Business</td>
<td>This project-based course integrates knowledge and skills from previous organizational innovation coursework and requires business students to demonstrate their innovative, creative, and inspirational capacity to solve a real life business problem or opportunity. Using design principles, practices, and theory, students will be asked to create innovative solutions to problems or opportunities in the areas of strategy, process, product, and service.</td>
</tr>
<tr>
<td>OPS 571</td>
<td>OPERATIONS MANAGEMENT</td>
<td>School of Business</td>
<td>This course applies planning and controlling concepts to increase the value of the supply chain. Students learn to evaluate and improve processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location, and business forecasting.</td>
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<td>OPS GM571</td>
<td>INTERNATIONAL OPERATIONS MANAGEMENT</td>
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<td>OPS HC571</td>
<td>HEALTH CARE OPERATIONS MANAGEMENT</td>
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<td>OPS TM571</td>
<td>OPERATIONS MANAGEMENT IN TECHNOLOGY</td>
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<td>ORG 581</td>
<td>ORGANIZATIONAL DESIGN</td>
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<td>ORG 707</td>
<td>ADVANCED SYSTEMS THINKING</td>
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<td>ORG 711</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR I</td>
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<tr>
<td>ORG 714</td>
<td>ORGANIZATIONAL THEORY AND DESIGN</td>
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<td>School of Advanced Studies</td>
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<td>ORG 716</td>
<td>ORGANIZATIONAL THEORY AND DESIGN</td>
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<td>ORG 721</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR II</td>
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<td>ORG 722</td>
<td>ORGANIZATIONAL THEORY, PLANNING, AND CHANGE</td>
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<td>ORG 726</td>
<td>THE IMPACT OF TECHNOLOGY ON ORGANIZATIONS</td>
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<td>ORG 727</td>
<td>ORGANIZATIONAL DIAGNOSIS AND INTERVENTION</td>
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<td>ORG 730</td>
<td>Organization Development</td>
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<td>PAR 221</td>
<td>WILLS, TRUSTS, ESTATE LAW</td>
<td>College of Criminal Justice and Security</td>
<td>This course prepares students for each aspect of estate law. This includes understanding post-mortem transfer of wealth including: probate and non-probate property, intestacy (dying without a will), bars to succession, constructive trusts, mental capacity, formalities, beneficiaries and holographic wills. Students will discover how state and federal estate taxes are assessed and what issues may be present in an inheritance. Students will learn how to draft documentation pertaining to trusts, wills and estate plans. Students will also explore probate practices, gift tax laws, and charitable donations.</td>
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<tr>
<td>PAR 222</td>
<td>ADMINISTRATIVE LAW</td>
<td>College of Criminal Justice and Security</td>
<td>This course is designed to give students the opportunity to explore administrative laws and agencies. Students will research state and federal agencies, discuss the discretionary powers within the agency and the rule making process. The substantive law that is created and implemented by agencies is the subject matter of individual courses such as environmental law, securities regulation, taxation, and banking. Students will understand advocacy and adjudication while learning how to prepare for hearings and judicial appeals.</td>
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<tr>
<td>PAR-ED 203</td>
<td>INTRODUCTION TO PARAEDUCATORS</td>
<td>College of Education</td>
<td>This course is designed to examine the basic characteristics and evolution of paraeducators. Emphasis is placed on identifying terminology and roles and responsibilities, accessing curriculum resources, and aligning state and local content standards.</td>
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<tr>
<td>PAR-ED 204</td>
<td>HUMAN DEVELOPMENT</td>
<td>College of Education</td>
<td>This course is designed to provide paraprofessionals and other K-12 educators with an overview of the fundamental concepts in human growth and development in school-aged individuals. Participants explore developmentally appropriate classroom interventions and expectations. Participants identify and examine the major theories and perspectives related to physical, cognitive, language, and psychosocial aspects of development. Factors related to developmental delays are also examined.</td>
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<td>TEACHING AND LEARNING</td>
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<td>PAR-ED 206</td>
<td>CLASSROOM MANAGEMENT</td>
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<td>PAR-ED 207</td>
<td>SAFETY AND LEGAL ISSUES</td>
<td>College of Education</td>
<td>3</td>
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<td>PAR-ED 208</td>
<td>TEACHING DIVERSE POPULATIONS</td>
<td>College of Education</td>
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<td>PHI 105</td>
<td>INTRODUCTION TO PHILOSOPHY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
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<td>PHL 215</td>
<td>PHILOSOPHY: METHODS AND APPLICATIONS</td>
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<td>College of Humanities and Sciences</td>
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<td>PHL 220</td>
<td>AESTHETICS</td>
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<td>PHL 251</td>
<td>CRITICAL THINKING</td>
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<td>CRITICAL THINKING ACROSS DISCIPLINES</td>
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<td>PHL 320</td>
<td>CRITICAL THINKING AND DECISION MAKING IN BUSINESS</td>
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<td>PHL 410</td>
<td>CLASSICAL LOGIC</td>
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<td>PHL 458</td>
<td>CREATIVE MINDS AND CRITICAL THINKING</td>
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<td>HISTORY OF PHILOSOPHICAL THOUGHT</td>
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<td>PSY 320</td>
<td>HUMAN MOTIVATION</td>
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<td>This course seeks to synthesize the many theories of human motivation with the practical application of motivating employees. To this end, the course will examine historical theories as well as recent developments in the field of motivation and their relationship to management practices. The primary concepts of goals, quality of work, and rewards will be examined and applied to the workplace.</td>
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<td>PSY 335</td>
<td>RESEARCH METHODS</td>
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<td>This course covers the fundamentals of research and evaluation in the field of psychology. Topics include critical analysis of research literature, quantitative methodologies, and an introduction to qualitative methods. Emphasis will be placed on understanding connections between research design, theories, and the application of results in psychology. Legal and ethical issues pertaining to research with human subjects will also be covered.</td>
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<td>PSY 340</td>
<td>BIOLOGICAL FOUNDATIONS IN PSYCHOLOGY</td>
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<td>This course is designed to expose you to the underlying physiological mechanisms of behavior. Physiological psychology is a complex but fascinating field of study. It explores the relationship between our biological systems and behavior. Structure and function of the nervous system from the neuron to the brain, as well as the interrelationships between the brain and such behaviors as eating, sleeping, learning, memory, emotion, and mental disorders will be discussed using examples from the behavior of both humans and lower organisms.</td>
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<td>PSY 345</td>
<td>SENSATION AND PERCEPTION</td>
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<td>This course is designed to explore the five major human sensory systems (vision, hearing, smell, touch, and taste) and perceptual experiences related to these senses as they occur in the human brain. The course examines the anatomical, physiological, and neural connections that influence sensation and perception. Emphasis will be placed on theories and concepts of sensation and perception as a means of understanding human behavior.</td>
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<td>READ 545</td>
<td>CULTURALLY RESPONSIVE READING METHODS AND MATERIALS</td>
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<td>READ 555</td>
<td>DIAGNOSIS AND REMEDIATION OF RDG. AND WRITING DIFFICULTIES</td>
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<td>READ 560</td>
<td>READING PRACTICUM</td>
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<td>REL 133</td>
<td>WORLD RELIGIOUS TRADITIONS I</td>
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<td>REL 134</td>
<td>WORLD RELIGIOUS TRADITIONS II</td>
<td>College of Humanities and Sciences</td>
<td>This course provides a survey of the major historical developments, structural cosmology, symbolic interpretation, and values of the Judaic, Christian, and Islamic religious traditions.</td>
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<tr>
<td>RES 320</td>
<td>FOUNDATIONS OF RESEARCH</td>
<td>College of Social Sciences</td>
<td>This is a course introducing the foundations of research. Research principles and the scientific method are applied to professional situations. The course is designed to equip students with an understanding of commonly employed research methodologies that can be utilized to improve productivity and increase customer satisfaction.</td>
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<td>RES 351</td>
<td>BUSINESS RESEARCH</td>
<td>School of Business</td>
<td>This course evaluates the process of conducting business research for improving decision making within an organization. Students will learn to apply an understanding of commonly employed business research techniques to improve a situation, solve a problem, or change a process. Other topics include problem framing, data collection, data analysis, and data presentation.</td>
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<td>RES 404</td>
<td>HISTORICAL RESEARCH METHODS</td>
<td>College of Humanities and Sciences</td>
<td>This course provides students with the opportunity to learn and apply various types of research methods used in historical research. Emphasis is placed on research, writing, and critical thinking in a historical context.</td>
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<td>RES 715</td>
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<td>DESCRIPTIVE AND COMPARATIVE DATA ANALYSIS</td>
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<td>CORRELATIONAL METHODS OF ANALYSIS</td>
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<td>RES 727</td>
<td>APPROACHES TO PHENOMENOLOGICAL INQUIRY AND DATA ANALYSIS</td>
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<td>ETHNOMETHODOLOGY AND THE STUDY OF CULTURE</td>
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<td>INTRODUCTION TO ORGANIZATIONAL SECURITY AND MANAGEMENT</td>
<td>3</td>
<td>This course is an overview of the principles of security management and the consequences of failure to adequately protect business assets. The course includes an introduction to loss prevention and risk management. It provides an overview of the contingencies that influence modern security management: e.g., technology, legal issues, ethics, vulnerability assessments, criminal and terrorist activity, and interagency cooperation. The course also introduces the various dimensions of security, i.e.: Corporate, Academic, Transportation, Government, etc</td>
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<td>SEC 311</td>
<td>SECURITY MANAGEMENT FUNDAMENTALS</td>
<td>3</td>
<td>This course is an overview of the principles of security management and the consequences of failure to identify and adequately protect business assets. The course includes an introduction to loss prevention and risk management. It provides an overview of the contingencies that influence modern security management, such as technology, legal issues, ethics, vulnerability assessments, criminal and terrorist activity, and interagency cooperation. The course also introduces various security specializations including corporate, academic, transportation, and government.</td>
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<td>SEC 319</td>
<td>COMPUTERS AND INFORMATION PROCESSING IN SECURITY</td>
<td>3</td>
<td>This course introduces the fundamentals of information systems and the role of information management and protection in the modern security environment. Students will explore and develop their skills in critical thinking and problem-solving of information systems, networking communication, information utilization from the Internet, and information management and security collaboration. Learners will also nurture their professional competence and values by learning how to handle information ethically.</td>
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<td>SEC 320</td>
<td>SURVEY OF SECURITY SPECIALIZATIONS</td>
<td>3</td>
<td>This course identifies and contrasts the benefits of proprietary and contract security operations and introduces the student to a variety of security specializations. It also examines the purposes, objectives, procedures, risks, and types of organizations associated with the respective specializations.</td>
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<td>LABOR RELATIONS</td>
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### SEI 503 ADVANCED STRUCTURED ENGLISH IMMERSION METHODS

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<td>SEI 503</td>
<td>ADVANCED STRUCTURED ENGLISH IMMERSION METHODS</td>
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<td>College of Education</td>
<td>This course addresses Structured English Immersion (SEI) instruction and assessment of K-12 English Language Learners (ELLs), and is designed to meet the standards set by the Arizona Department of Education. It examines the legal, historical, and educational reasons for SEI, as well as theoretical principles of language acquisition and the role of culture in learning. It also emphasizes the alignment of ELL Proficiency Standards to Arizona's Academic Standards and their application to lesson planning. The Arizona English Language Learner Assessment (AZELLA), use of alternative assessments, analysis of data, and the application of data to instruction are emphasized as well. A final project synthesizes the concepts and instructional strategies taught in the course.</td>
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### SEM 700AR DOCTORAL PROGRAM ORIENTATION SEMINAR

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<td>SEM 700AR</td>
<td>DOCTORAL PROGRAM ORIENTATION SEMINAR</td>
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<td>SEM 700AR introduces the Doctor of Philosophy (PhD) in Higher Education Administration and Nursing programs. Students will be exposed to doctoral level inquiry and the process of discovery. During SEM 700AR, students participate in structured activities and guided dialogue to strengthen their understanding of the doctoral program requirements and expectations for doctoral-level thinking, theoretical research, and building a community of scholars.</td>
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### SEM 700IR DOCTORAL PROGRAM ORIENTATION SEMINAR

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</thead>
<tbody>
<tr>
<td>SEM 700IR</td>
<td>DOCTORAL PROGRAM ORIENTATION SEMINAR</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>SEM 700IR is designed to promote doctoral-level inquiry and reinforce the integrated scientist-practitioner approach of I-O psychology and include the leadership emphasis of the UOPX School of Advanced Studies. During SEM 700IR, learners participate in structured activities and guided dialogue to strengthen their understanding of the doctoral program requirements and expectations for I-O related doctoral-level thinking, research, and community building. On completing SEM 700IR, students are well positioned to transition to their first content-based doctoral course with a vision for successfully completing the remainder of the program.</td>
</tr>
</tbody>
</table>

### SEM 700R DOCTORAL PROGRAM ORIENTATION SEMINAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>School of Advanced Studies</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SEM 700R</td>
<td>DOCTORAL PROGRAM ORIENTATION SEMINAR</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>SEM 700R is designed to promote active doctoral-level inquiry and reinforce the School of Advanced Studies' integrated scholarship, practice, and leadership approach. During SEM 700R, students participate in structured activities and guided dialogue to strengthen their understanding of the doctoral program requirements and expectations for doctoral-level thinking, research, and community building.</td>
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<td>Course Code</td>
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<tr>
<td>SEM 701R</td>
<td>COMMUNICATE IN AN ONLINE ENVIRONMENT</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This is a seminar to assist DM learners in their understanding and use of Outlook Express.</td>
</tr>
<tr>
<td>SEM 702R</td>
<td>INTRODUCTION TO OUTLOOK EXPRESS</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This is a seminar to assist DM learners in their understanding and use of Outlook Express.</td>
</tr>
<tr>
<td>SEM 703R</td>
<td>ORIENTATION LIBRARY TRAINING</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This is a seminar to assist DM learners in understanding and use of the University of Phoenix library.</td>
</tr>
<tr>
<td>SEM 704R</td>
<td>BRIEFING ON DOC 701 - A PHILOSOPHY OF KNOWLEDGE</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This is a seminar to assist DM learners to transition to their first online course - DOC 701.</td>
</tr>
<tr>
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<tr>
<td>SEM 705R</td>
<td>INTRODUCTION TO THE APA STYLE MANUAL</td>
<td>0</td>
<td>School of Advanced Studies</td>
<td>This is a seminar to assist DM learners in their understanding and use of the APA Style Manual.</td>
</tr>
<tr>
<td>SIM 100</td>
<td>SIMULATION LAB PRACTICE</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to develop basic clinical skills under the supervision of a clinical faculty.</td>
</tr>
<tr>
<td>SIM 400</td>
<td>IMMERSIVE LEARNING</td>
<td>0</td>
<td>College of Health Sciences and Nursing</td>
<td>This course is designed to facilitate immersive learning, develop critical thinking skills, and advance clinical judgment, under the supervision of a clinical faculty.</td>
</tr>
<tr>
<td>SOC 100</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is an introduction to the set of perspectives on human life that allows us to understand how our personal lives are affected by our place in society. It explores ways of looking at the world that allow us to understand how the events and experiences of our lives are part of group dynamics, of social institutions, and of cultural meanings. It allows us to see personal events and meanings as affected by historical forces and to see how historical events may be shaped by personal choices.</td>
</tr>
<tr>
<td>SOC 110</td>
<td>TEAMWORK, COLLABORATION, AND CONFLICT RESOLUTION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course provides an applied approach to teambuilding, collaboration, and conflict resolution. Students must understand and apply these concepts within academic and professional settings. Students develop structures, processes, and strategies to create and maintain effective teams. Gender, cultural, and individual considerations in team dynamics are also explored.</td>
</tr>
<tr>
<td>SOC 262</td>
<td>CONTEMPORARY AMERICAN SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students in this course will explore the implications of ethnicity, culture, and diversity within the context of society. Students will be introduced to racial and ethnic relations, prejudice, stereotypes, discrimination and adaptation and conflict in diverse cultures.</td>
</tr>
<tr>
<td>SOC 315</td>
<td>CULTURAL DIVERSITY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course focuses on the issues, challenges and opportunities presented by U.S. population diversity. Emphasis is placed on workplace issues related to employee diversity in terms of gender, race ethnicity, socioeconomic class and cultural background.</td>
</tr>
<tr>
<td>SOC 333</td>
<td>GENDERS IN SOCIETY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The objective of this course is to explore gender differences and communication. This course introduces students to gender inclusiveness and sensitivity through the examination of the roles of genders in society. Students will focus on gender communication in business, organizations, family and the media. Additionally, students will explore communication traits of men and women and the impact of miscommunication between genders.</td>
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<td>Course Code</td>
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<tr>
<td>SOC 335</td>
<td>THE PEOPLES AND CULTURES OF ASIA</td>
<td></td>
<td>This course provides students with an overview of the cultural traditions and contemporary development of Asian countries. Course topics include the geography, history, politics, economic development, and social conditions of Asian countries.</td>
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<tr>
<td>SOC 337</td>
<td>CONTEMPORARY LATIN AMERICAN SOCIETY</td>
<td></td>
<td>This course introduces the cultural perspectives of Latin America. Students will explore cultural geography, ethnicity, class and culture, gender, and challenges facing Latin America.</td>
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<tr>
<td>SOC 338</td>
<td>THE AFRICAN AMERICAN EXPERIENCE</td>
<td></td>
<td>This course serves as an introduction to the African American experience. This course will explore the social construction of identity, culture, and the inequalities African Americans face in popular American culture. Race, class, and gender of the African American people will be explored from a historical to modern day perspective.</td>
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<tr>
<td>SOC 721</td>
<td>SOCIAL, POLITICAL, &amp; ETHICAL ASPECTS OF HIGHER EDUCATION</td>
<td>School of Advanced Studies</td>
<td>Learners will undertake research into the intertwined aspects of social and political constructs as they impact ethical decision-making in higher education administration. Stakeholders, economics, political agendas, beliefs, values, cultures, and religions will be examined within a framework of ethical theories of problem-solving and resolution strategies. Students will conclude the course with a personal assessment of ethical philosophy as it applies to the realm of higher education.</td>
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<tr>
<td>SPAN 110</td>
<td>CONVERSATIONAL SPANISH I</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>SPAN 110 is an introductory course in conversational Spanish. The objective of the course is to teach students basic vocabulary and grammar, with an emphasis in the meaningful use of the language and an introduction to Hispanic cultures. Upon completion of the course, students should be able to communicate effectively in Spanish, using basic words and phrases learned during the course.</td>
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<tr>
<td>SPAN 114</td>
<td>CONVERSATIONAL SPANISH II</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>SPAN 114 is the second course in a two-course sequence presenting topics in conversational Spanish. The objective of the course is to teach students Spanish vocabulary and grammar, with an emphasis in the meaningful use of the language and an introduction to Hispanic cultures. Upon completion of the course, students should be able to communicate effectively in Spanish, using basic words and phrases learned during the course.</td>
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<tr>
<td>SPAN 504</td>
<td>SPANISH FOR EDUCATORS, BASIC</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, participants are introduced to simple Spanish grammar and knowledge of the Hispanic culture. Educators who are beginning Spanish-language learners are instructed on how to communicate with English language learners and their parents. Emphasis is on basic communication skills associated with real-life situations, the classroom environment, student praise and encouragement, school personnel, and school terminology.</td>
</tr>
<tr>
<td>SPAN 505</td>
<td>SPANISH FOR EDUCATORS, INTERMEDIATE</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares educators to effectively communicate with students and parents in Spanish. Participants focus on real-life situations, the classroom, and school terminology using complex grammatical structures, verb tenses, and conjugations. In addition, participants analyze the sociolinguistic aspect of the Spanish language to better comprehend cultural differences. Basic understanding and knowledge of Spanish, as gained through an introductory Spanish for Educators course, is required.</td>
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<td>College of Education</td>
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<tr>
<td>SPE 300</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the categories of exceptionality for elementary age students with special needs. The course focuses on differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.</td>
</tr>
<tr>
<td>SPE 300CA</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the categories of exceptionality for elementary age students with special needs. The course focuses on differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.</td>
</tr>
<tr>
<td>SPE 300FE</td>
<td>SPECIAL EDUCATION FIELD EXPERIENCE</td>
<td>1</td>
<td>College of Education</td>
<td>Students will complete special education field experience activities.</td>
</tr>
<tr>
<td>SPE 350</td>
<td>FOUNDATIONS OF RESPONSE TO INTERVENTION (RTI)</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides students with the foundational concepts of Response to Intervention (RTI). Participants will explore the background, history and principles of RTI to include components of the program. An emphasis will be placed on the roles school personnel play in data collection, implementation, and intervention.</td>
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<tr>
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<tr>
<td>SPE 511</td>
<td>SPECIAL EDUCATION METHODS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of methodologies used in teaching learners with special needs from early childhood on, with an emphasis on students with learning disabilities, mental retardation, and emotional handicaps. Students explore the relationship between individual student characteristics and the development of the Individualized Education Program, instructional implications of special education categories, characteristics of various service delivery models, task analysis, unit and lesson development, instructional strategies, classroom organization and management, behavior management, crisis prevention, and transition planning career counseling. Communication through consultation and collaboration and professional ethical practices are also considered.</td>
</tr>
<tr>
<td>SPE 512</td>
<td>SPECIAL EDUCATION ASSESSMENT AND INTERPRETATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the task of assessing the exceptional child, with an emphasis on measuring a child's abilities and diagnosing his or her strengths and needs. Commonly used tests and evaluation systems used in public school special education programs are examined. The course also addresses specific diagnostic procedures and the link between interpretation and the instructional process. Basic instructional, assessment, and behavioral recommendations are discussed.</td>
</tr>
<tr>
<td>SPE 513</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the different categories of exceptionality. Students will be introduced to special education laws and their implications for delivery systems, transition plans, and identification and placement procedures.</td>
</tr>
<tr>
<td>SPE 514</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</td>
<td>College of Education</td>
<td>This course provides an overview of the categories of exceptionality for school-age students with special needs. The course focuses on differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.</td>
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<tr>
<td>SPE 514CA</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</td>
<td>College of Education</td>
<td>This course provides an overview of the categories of exceptionality for school-age students with special needs. The course focuses on differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.</td>
</tr>
<tr>
<td>SPE 514FE</td>
<td>SPECIAL EDUCATION FIELD EXPERIENCE</td>
<td>1</td>
<td>College of Education</td>
<td>Students will complete special education field experience activities.</td>
</tr>
<tr>
<td>SPE 537</td>
<td>CHARACTERISTICS OF LEARNING DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the characteristics of students with learning disabilities. Causes attributed to learning disabilities, the referral process, and available program service delivery options are examined. Various assessment and remediation techniques, as well as the utilization of appropriate classroom materials, are analyzed, and evaluative and curricular modifications for students in inclusive settings are explored.</td>
</tr>
<tr>
<td>SPE 544</td>
<td>CHARACTERISTICS OF EMOTIONAL &amp; BEHAVIORAL DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an in-depth examination of students with emotional and behavioral difficulties. Attention is given to federal and state regulations, possible causes such as traumatic brain injury, learner characteristics, student identification, and program models. Emphasis is placed on behavioral techniques, classroom management skills, and instructional practices.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester Credits</td>
<td>College of Education</td>
<td>Course Description</td>
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<tr>
<td>SPE 546</td>
<td>SPECIAL EDUCATION METHODS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of methodologies used in teaching exceptional learners from early childhood on, with an emphasis on students with specific learning disabilities, developmental disabilities, and emotional disabilities. Students explore the relationship between individual student characteristics and the development of the Individualized Education Program, instructional implications of special education categories, characteristics of various service delivery models, task analysis, unit and lesson development, instructional strategies, classroom organization and management, behavior management, crisis prevention, and transition planning or career counseling. Communication through consultation and collaboration and professional and ethical practices are also considered.</td>
</tr>
<tr>
<td>SPE 556</td>
<td>CHARACTERISTICS OF PHYSICAL &amp; HEALTH DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the unique characteristics, learning styles, and challenges faced by individuals with physical and health disabilities including students with traumatic brain injury, other health impairments, and orthopedic impairments. Attention is given to federal and state regulations as they pertain to qualifying these individuals for special education services within schools. Various program models available through public, private, and hospital settings will be reviewed. Supports, accommodations, and curricular modifications will be explored. The impact of inclusive education and self-contained placements on this population will be analyzed.</td>
</tr>
<tr>
<td>SPE 557</td>
<td>COLLABORATION WITH FAMILIES OF STUDENTS WITH DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the interrelationships of varied services for students with disabilities. Emphasis is placed on meeting the academic and social-emotional needs of students with disabilities by working with parents, professionals, and community services to develop collaborative and productive professional relationships.</td>
</tr>
<tr>
<td>SPE 558</td>
<td>TRANSITION PLANNING FOR ADOLESCENTS WITH DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the role of the special education teacher as he/she transitions adolescents with disabilities into adult living. The course examines student transition between the educational setting, the home environment, and employment and community environments. Emphasis is placed on the needs of adolescents with cognitive and behavioral disorders in secondary school special education programs. Strategies to improve academic, social, career vocational, and transition skills are also discussed. Students will learn skills and concepts in working with students with special needs, parental involvement, and the community.</td>
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<tr>
<td>SPE 559</td>
<td>CHARACTERISTICS OF LEARNING DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the foundations of special education and characteristics of learning disabilities. Causes attributed to learning disabilities, the referral process, and available programs or service delivery options are examined. Various assessment and remediation techniques, as well as the use of appropriate classroom materials, are analyzed and evaluated. Curricular modifications for students in inclusive settings are also explored.</td>
</tr>
<tr>
<td>SPE 573</td>
<td>CHARACTERISTICS OF EXCEPTIONALITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of the characteristics of students with varying exceptionalities. Students will be introduced to legal foundations, learner characteristics, and instructional considerations. Emphasis is placed on collaborating with families of children with exceptionalities.</td>
</tr>
<tr>
<td>SPE 574</td>
<td>CHARACTERISTICS OF INTELLECTUAL DEVELOPMENTAL DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines issues related to the instruction of students with intellectual and developmental disabilities. Individuals with a traumatic brain injury will be considered among this population. Attention is given to legal foundations, learner characteristics, and instructional considerations. Emphasis is placed on collaborating with families of children with intellectual and developmental disabilities.</td>
</tr>
<tr>
<td>SPE 575</td>
<td>INCLUSION STRATEGIES OF THE SPECIAL EDUCATOR</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the roles of special educators when including students with disabilities into general education classrooms. Options for success that consider peer relationships, systematic instruction, behavior management, and collaboration are explored. This course focuses on inclusion strategies and collaborative activities that enable special educators, general classroom teachers, and administrators to successfully provide an optimal educational environment for students with disabilities.</td>
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<td>SPE 576</td>
<td>CHARACTERISTICS OF AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This introductory course is designed to assist teacher candidates in developing strategies and techniques to support students with Autism Spectrum Disorders (ASD). This class is designed to familiarize teacher candidates with the complexity of ASD. The course provides theoretical background and practical instructional strategies needed for working with students with ASD. Participants will gain a better understanding of key issues related to inclusive instructional practices, adjust behavioral challenges, as well as foster communication and social-perceptual thinking skills.</td>
</tr>
<tr>
<td>SPE 577</td>
<td>SPECIAL EDUCATION STUDENT TEACHING</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, instructional design, implementing assessments, instructional decision-making, analyzing learning results, reflection and self-evaluation, and planning, preparing, and implementing the teacher performance assessment. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>SPE 578</td>
<td>MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES FOR SPE</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the theoretical models that underlie teaching and learning. Students examine methods for teaching all students, explore lesson plan designs, analyze the most effective teaching strategies to promote student learning, and develop a lesson plan.</td>
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<tr>
<td>SPE 582</td>
<td>SPECIAL ED ST TEACHING: CROSS CATEGORICAL, SEMINAR II</td>
<td>3</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
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<tr>
<td>SPE 583</td>
<td>SPECIAL ED ST TEACHING: CROSS CATEGORICAL, SEMINAR III</td>
<td>3</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>SPE 584</td>
<td>LEARNING DISABILITIES AND LANGUAGE AND DEVELOPMENT DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines the characteristics of students with learning disabilities and language and development disorders. Emphasis is placed on classroom management, instructional strategies, assessment, and augmentative and alternative technologies. Attention is given to the referral process, and available program or service delivery options.</td>
</tr>
<tr>
<td>SPE 588</td>
<td>SPECIAL EDUCATION STUDENT TEACHING, PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application. This course focuses on the role of the special education teacher as he/she transitions adolescents with disabilities into adult living. The course examines student transition between the educational setting, the home environment, and employment and community environments. Emphasis is placed on the needs of adolescents with cognitive and behavioral disorders in secondary school special education programs. Strategies to improve academic, social, career vocational, and transition skills are also discussed. Students will learn skills and concepts in working with students with special needs, parental involvement, and the community.</td>
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<tr>
<td>SPE 589</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on student teaching classroom experiences.</td>
</tr>
<tr>
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<td>SPE 590</td>
<td>CHARACTERISTICS OF EXCEPTIONALITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines teaching and managing students with mild disabilities. Special emphasis is placed on learning disabilities, mental retardation, and emotional disabilities. The etiology, characteristics, philosophies, service delivery models available, methods of instruction, and behavior management techniques of each disability area are discussed in depth.</td>
</tr>
<tr>
<td>SPE 591</td>
<td>CHARACTERISTICS OF EXCEPTIONALITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course examines teaching and managing students with mild disabilities. Special emphasis is placed on specific learning disabilities, intellectual and developmental disabilities, and emotional disturbance. The etiology, characteristics, philosophies, service delivery models available, methods of instruction, and behavior management techniques of each disability area are discussed in depth.</td>
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<tr>
<td>SPE 594</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART A</td>
<td>4</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>SPE 595</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART B</td>
<td>4</td>
<td>College of Education</td>
<td>This course will focus on the design and implementation of the Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on student teaching classroom experiences.</td>
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<td>SPE 596</td>
<td>SPECIAL EDUCATION STUDENT TEACHING</td>
<td>8</td>
<td>College of Education</td>
<td>This course emphasizes the practical application of educational theories and methods. Participants will focus on the following topics: requirements and expectations for student teaching and teacher performance assessment, the school culture, planning instruction, and teaching planned lessons. The course provides a forum for open discussion and problem solving based on student teaching classroom experiences. Finally, learners will prepare and submit Task 1, 2, and 3 of the teacher performance assessment.</td>
</tr>
<tr>
<td>SPED 500</td>
<td>INTRODUCTION TO LEARNERS WITH SPECIAL NEEDS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to provide an overview for working with exceptional learners, ages 3 years to 21 years. Participants explore methods to instruct and assess learners with special needs and create individualized education programs. Historical perspectives, special education law, and current policies and practices are examined.</td>
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<tr>
<td>SPED 501</td>
<td>SPECIAL EDUCATION IN EARLY CHILDHOOD</td>
<td>3</td>
<td>College of Education</td>
<td>This course helps prepare participants to support the development and learning of young and diverse students with special needs. Participants learn the basic foundations and principles of early childhood special education, including diagnosis and monitoring, ethics, and assessment. Best practices for classroom management, behavior modification techniques, and effective ways to communicate with families</td>
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<tr>
<td>SPED 502</td>
<td>MAINSTREAMING AND INCLUSION</td>
<td>3</td>
<td>College of Education</td>
<td>The focus of this course is mainstreaming and inclusion of students with special needs in regular classrooms. Participants explore the history and evolution of special education, including federal legislation and related standards. Identification and referral, lesson planning, modifications and accommodations, communication and collaboration, and assessment are also examined.</td>
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<td>SPED 503</td>
<td>SPEECH AND LANGUAGE DISORDERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides educators with an overview of speech and language disorders. Participants examine language acquisition and development; speech, articulation, and phonological disorders; voice, swallowing, and fluency disorders; and hearing disorders. Classroom management, instructional strategies, assessment, and augmentative and alternative technologies are also explored.</td>
</tr>
<tr>
<td>SPED 504</td>
<td>OVERVIEW OF SEVERE DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides K-12 educators with an overview of severe disabilities. Participants examine the categories and characteristics of severe disabilities including impairments, injuries, and disorders. Special education laws, teaching strategies, assessment, placement options, augmentative and assistive technology, communication and collaboration among stakeholders, and cultural considerations are also explored.</td>
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<tr>
<td>SPED 505</td>
<td>TEACHING GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>In this course, participants explore the characteristics of and methods to identify gifted and talented learners, including underrepresented students. Programs, strategies, and supports for the diverse needs of gifted and talented learners are examined. Participants develop lessons and assessments to accommodate and foster the academic, social, and emotional development of gifted and talented learners.</td>
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<tr>
<td>SPED 506</td>
<td>GUIDANCE AND COUNSELING OF GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores guidance and counseling of gifted and talented learners. Participants examine acceleration and enrichment, support services, academic counseling, career counseling, and social skills development. Underachievement, motivation, and the role of families in the guidance and counseling process are also addressed.</td>
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<td>SPED 507</td>
<td>ENHANCING CREATIVITY IN GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores creativity in gifted and talented learners. Participants use the creative process to examine creativity theories, levels of creativity, and ways to foster creativity. Classroom design and instructional strategies for creativity, measuring and assessing creativity, and communication and collaboration with stakeholders and families are also addressed.</td>
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<tr>
<td>SPED 508</td>
<td>CRITICAL THINKING SKILLS FOR GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course prepares participants to enhance critical thinking skills in gifted and talented learners. Participants explore theories, instructional strategies, technology, and assessment related to critical thinking. Combining critical thinking with creativity, twice exceptional learners, and student engagement is also addressed.</td>
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<tr>
<td>SPED 509</td>
<td>CURRICULUM AND INSTRUCTION FOR GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on curriculum and instruction for gifted and talented learners. Instructional strategies, diversity, higher-level thinking skills, technology, and assessment are explored. Participants examine curriculum development and implementation, classroom environment, and instructional materials for gifted and talented learners.</td>
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<tr>
<td>SPED 510</td>
<td>LEARNING STRATEGIES FOR GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to explore different types of learning models for gifted and talented learners and to examine the unique needs of gifted and talented learners. Different types of curriculum models are considered. Participants identify ways to help meet gifted and talented learners' needs in the classroom through specific programs, enrichment opportunities, and differentiated instruction.</td>
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<td>SPED 511</td>
<td>ASSESSMENT FOR GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of evaluation methods and assessment of gifted and talented learners. Participants interpret different evaluation and assessment tools, identifying the pros, cons, and limitations of multiple assessments. Participants explore solutions and alternative assessments in the identification of gifted and talented learners. Strategies in the ongoing assessment process of gifted and talented learners are also examined.</td>
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<tr>
<td>SPED 512</td>
<td>SPECIAL POPULATIONS OF GIFTED AND TALENTED LEARNERS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides an overview of special populations of gifted and talented learners, including historically underrepresented learners from diverse backgrounds. Participants examine learner characteristics, identification, and causes of underachievement. Effective programs, instructional strategies, and parental involvement are also explored.</td>
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<tr>
<td>SPED 520</td>
<td>MATHEMATICS INSTRUCTION FOR SPECIAL EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the vertical alignment of national, state, and local mathematical standards used to deliver content instruction in the area of mathematics to learners with exceptional learning needs. In addition, this course will provide the candidates the opportunity to examine and analyze strategies that support learner development, learner differences, content knowledge, application of content, assessment, planning instruction, and professional practices.</td>
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<tr>
<td>SPED 524</td>
<td>TRANSITION PLANNING FOR ADOLESCENTS WITH DISABILITIES</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on the role of the special education teacher in transitioning adolescents with disabilities into adult living. The course examines student transition between the educational setting, the home environment, and employment and community environments. Emphasis is placed on the needs of adolescents with cognitive and behavioral disorders in secondary school special education programs. Strategies to improve academic, social, career vocational, and transition skills are also discussed. Participants learn skills and concepts in working with students with special needs, their families, and the community.</td>
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<td>SPED 525</td>
<td>SPECIAL EDUCATION TEACHING METHODS</td>
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<td>College of Education</td>
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<td>This course provides an overview of teaching methods used in the K-12 special education classroom, with an emphasis on students with specific learning disabilities, emotional disabilities, and other mild to moderate disabilities. Participants explore the relationship between individual student characteristics and the development of an Individualized Education Program, as well as instructional implications of special education categories, characteristics of various service delivery models, lesson planning, instructional strategies, classroom organization and management, crisis prevention, and transition planning or career counseling. Communication through consultation and collaboration, and professional and ethical practices are also examined.</td>
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<td>SPED 526</td>
<td>SPECIAL EDUCATION ASSESSMENT</td>
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<td>College of Education</td>
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<td>This course provides an overview of assessment in the K-12 special education classroom. Participants focus on assessing learners with special needs, with an emphasis on measuring a learner’s abilities and diagnosing his or her strengths and needs. Commonly used tests and evaluation systems used in public school special education programs are examined. Participants review guidelines and procedures for developing the individualized education program and evaluate the use of progress monitoring assessments to assess student performance. The special education referral process, the use of response to intervention for assessment and remedial purposes, and basic remediation principles and strategies are also discussed.</td>
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<tr>
<td>SPED 560</td>
<td>TEACHING LEARNERS WITH DISABILITIES</td>
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<td>College of Education</td>
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<td>This course is designed for educators to investigate current disabilities and strategies for a variety of different content areas in order to implement best practices. Participants investigate different teaching methods correlating with various disabilities abilities in the PK-12 setting. Participants have the opportunity to specifically gear their learning based on interests, content area, and grade level with specific emphasis on best practices and current trends.</td>
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<td>STEAM 501</td>
<td>CURRICULUM AND INSTRUCTION IN STEAM EDUCATION</td>
<td>3</td>
<td>College of Education</td>
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<td>This course focuses on researching, analyzing, and applying curricular theory and philosophy of best practices in the 21st century classroom for implementing STEAM education. Special attention is given to STEAM-specific instructional strategies such as project-based assessment, inquiry-based learning, and conceptual change. Participants focus on planning and practical applications, differentiated instruction, collaboration, the use of technology, and inclusion of the arts in the development of effective K-12 learning environments that involve creating solutions to real-world problems.</td>
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<td>STEAM 503</td>
<td>ASSESSMENT STRATEGIES FOR STEAM EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the assessment and evaluation of K-12 student learning outcomes in STEAM. The focus is on using a variety of assessments for evaluating integrated STEAM standards education. Various assessment types are compared for STEAM processes, products, and performances (content). Special consideration is given to both formative and summative assessments. Participants prepare STEAM assessments and tools for processes, products, and performances (content) in current classroom settings.</td>
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<tr>
<td>STEM 500</td>
<td>OVERVIEW OF STEM</td>
<td>3</td>
<td>College of Education</td>
<td>This course presents a very broad overview of Science, Technology, Engineering, and Mathematics (STEM) integration into K-12 instruction. Foundational concepts of national and international influences leading to the creation of STEM are explored. Participants examine integration of Common Core State Standards, Next Generation Science Standards, and applicable technology standards to various content areas.</td>
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<tr>
<td>STEM 501</td>
<td>CURRICULUM AND INSTRUCTION IN STEM EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course focuses on researching, analyzing, and applying curricular theory and philosophy of best practices in the 21st century classroom for implementing STEM education. Special attention is given to STEM specific instructional strategies such as project based assessment, inquiry based learning, and conceptual change. Participants focus on planning and practical applications, differentiated instruction, collaboration, and the use of technology in the development of effective K-12 learning environments.</td>
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<tr>
<td>STEM 502</td>
<td>CRITICAL THINKING IN STEM</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides participants with the skills to evaluate and use instructional methods, curricular materials, and resources for critical thinking development in STEM. Multiple perspectives of K-12 students as learners of STEM related content areas are explored. Participants identify the needs of students by exploring instructional models to develop skills in selecting and adapting delivery methods for diverse students.</td>
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<td>STEM 503</td>
<td>ASSESSMENT STRATEGIES FOR STEM EDUCATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores the assessment and evaluation of K-12 student learning outcomes in STEM. The focus is on using multiple assessment tools and the construction of performance and project-based assessments. Participants examine a variety of data to inform instructional practice as well as evaluate the effectiveness of the assessment tools.</td>
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<tr>
<td>STR 581</td>
<td>STRATEGIC PLANNING &amp; IMPLEMENTATION</td>
<td>3</td>
<td>School of Business</td>
<td>This course integrates concepts from all prior courses in the program. Students apply the concepts of strategic planning and implementation to create sustainable competitive advantage for an organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation, evaluation, and risk management.</td>
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<tr>
<td>STR GMS81</td>
<td>INTERNATIONAL STRATEGIC PLANNING &amp; IMPLEMENTATION</td>
<td>3</td>
<td>School of Business</td>
<td>This capstone course integrates international concepts from all prior courses in the program. Students apply the concepts of internationalizing strategic planning and implementation to create sustainable competitive advantage for an organization presented across borders. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation, evaluation, risk management, and direct foreign investment.</td>
</tr>
<tr>
<td>STR TMS81</td>
<td>STRATEGIC PLANNING &amp; IMPLEMENTATION IN A TECH. ENVIRONMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This content area capstone course integrates concepts from all prior courses in the program. Students apply the concepts of strategic planning and implementation to create sustainable competitive advantage for a technical organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation, evaluation, risk management, portfolio management, and the business case for commercializing technology.</td>
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<td>Course Code</td>
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<td>SUS 300</td>
<td>ENVIRONMENTAL SUSTAINABILITY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>Students will be presented with a broad treatment of the preservation and efficient use of resources as well as methods of reversing current resource consumption. Topics will include sustainable practices, population growth, hydrologic cycle, water treatment processes, waste management, alternative energies, and sustainable design.</td>
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<tr>
<td>SUS 310</td>
<td>INDUSTRIAL ECOLOGY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the field of industrial ecology. Students examine the interaction of industrial activities and the management of resources to minimize the negative impact on the environment due to these activities through the promotion of sustainability. Emphasis is placed on the flow of materials and energy through industrial and technological systems. Topics include technology and society, sustainability, biological and industrial ecology, cost analysis, and life-cycle assessment.</td>
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<tr>
<td>SUS 330</td>
<td>INTRODUCTION TO SUSTAINABLE AGRICULTURE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces principles in sustainable agriculture as it relates to environmental and socioeconomic issues. Students evaluate the environmental impact of conventional agriculture, and the solutions that sustainable agriculture provides. Students examine the principles and effectiveness of sustainable agriculture and its ability to meet the global demand for food. Upon completion of the course, students are able to analyze issues regarding sustainable agriculture and its effects on society and the environment.</td>
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<tr>
<td>SUS 350</td>
<td>GREEN BUILDING AND URBAN PLANNING</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the practices of green building design and urban planning. Students examine the principles of green building with a focus on land use and urban design and development. Upon completion of the course, students are able to evaluate sustainable design considerations, including economic analysis, environmental policies and strategies, land and energy usage, resource and waste reduction, transportation, and urbanization.</td>
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<td>SUS 370</td>
<td>SUSTAINABLE ECOSYSTEMS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>In this course, students evaluate the principles of sustainable practices in aquatic and terrestrial environments. Students analyze the factors that govern ecosystems sustainability which include density-dependent regulations, mechanisms of biodiversity, invasive species, and equilibrium dynamics. The impact of human activities and management practices on the environment is examined. Emphasis is placed on applying ecological theory to restore and manage habitats and populations.</td>
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<tr>
<td>SUS 380</td>
<td>SUSTAINABLE PLANNING AND LAND USE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>In this course, students evaluate strategies that lead to the promotion of sustainable development, planning, and land use. Students develop a sustainable land use plan for natural and human-dominated landscapes and its impact on socioeconomic issues. Upon completion of the course, students are able to apply management strategies and relevant land use practices to achieve sustainability.</td>
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<tr>
<td>SUS 385</td>
<td>SUSTAINABLE OCEAN USE</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>In this course, students evaluate the principles of sustainable ocean use. Students analyze the environmental and economic role of the oceans. The sources and impact of ocean environmental degradation are examined. Topics include fisheries, aquaculture, natural resources and uses, and pollution. Sustainable management practices are analyzed by examining global environmental policies and regulations.</td>
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<tr>
<td>TECH 503</td>
<td>TECHNOLOGY SURVIVAL FOR EDUCATORS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides educators with survival strategies when incorporating technology into the P-12 classroom. Managing and integrating portable devices, cloud computing, and web-based applications are introduced. Participants examine basic computer maintenance and troubleshooting, personal and professional productivity, and issues regarding the safe and ethical use of technology.</td>
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<td>TECH 504</td>
<td>MULTIMEDIA FOR EDUCATORS</td>
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<td>Education</td>
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<td>In this course, participants select, use, and</td>
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<td>design multimedia resources that enhance</td>
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<td>teaching and student learning. Multimedia</td>
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<td>categories such as still images, text, audio,</td>
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<td>video, and interactive components are explored.</td>
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<td>Participants also evaluate differentiated</td>
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<td>instructional delivery methods to promote a</td>
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<td>student-centered learning environment that</td>
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<td>meets the needs of a diverse student population.</td>
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<td>In addition, participants learn strategies for</td>
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<td>teaching students to create their own</td>
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<td>presentations. Legal and ethical considerations,</td>
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<td>such as copyright and fair use, are also</td>
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<td>addressed in the course.</td>
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<td>TECH 505</td>
<td>PRESENTATION TECHNOLOGY FOR EDUCATORS</td>
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<td>Education</td>
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<td>In this course, participants explore various</td>
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<td>presentation tools for creating effective</td>
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<td>presentations. Participants develop presentations</td>
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<td>and instructional materials to enhance their</td>
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<td>students’ learning. The course emphasizes the</td>
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<td>integration of features such as animation,</td>
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<td>speaker notes, multimedia, charts, Web 2.0</td>
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<td>tools, and the Internet. Presentation design</td>
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<td>and delivery best practices are also covered.</td>
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<td>TECH 507</td>
<td>TECHNOLOGY INTEGRATION FOR EDUCATORS</td>
<td>3</td>
<td>Education</td>
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<td>This course is designed to prepare educators to</td>
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<td>integrate technology for engaging and effective</td>
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<td>P-12 student learning across the content areas.</td>
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<td>Participants incorporate technology-based</td>
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<td>instructional strategies into student-centered</td>
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<td>learning, using the National Educational</td>
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<td>Technology Standards and fair use guidelines.</td>
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<td>Digital tools and resources, software applications, and assessment are also examined.</td>
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<td>TECH 508</td>
<td>USING SOCIAL MEDIA IN THE CLASSROOM</td>
<td>2</td>
<td>Education</td>
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<td></td>
<td>This course introduces classroom teachers and</td>
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<td>building administrators to effective and</td>
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<td>responsible social media implementation in K-12</td>
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<td>classrooms. The emergence of social media as a</td>
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<td>viable tool for learning will be explored, and</td>
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<td>implementation considerations will be determined.</td>
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<td>Legal and ethical issues regarding social media</td>
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<td>use in schools will be examined. Participants</td>
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<td>will devise a social media application plan for</td>
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<td>school-wide integration.</td>
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<td>Course Code</td>
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<td>TECH 509</td>
<td>USING WEB TOOLS IN THE CLASSROOM</td>
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<td>College of Education</td>
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<td>This course introduces K-12 teachers to a variety of web tools that can be used to enhance instruction. The evolution of the Internet to an interactive tool for collaboration and information sharing is examined. Tools for collaborating and sharing as well as tools that can be used to enhance classroom management are explored. Participants design instructional activities that incorporate a variety of web tools to enhance learning.</td>
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<td>TECH 510</td>
<td>USING APPS IN THE CLASSROOM</td>
<td>1</td>
<td>College of Education</td>
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<td>This course introduces K-12 teachers to the use of apps in the classroom. A variety of apps to supplement classroom instruction are examined. Tools to support students and teachers in creating original apps are also explored. Participants design an original app to supplement instruction.</td>
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<tr>
<td>TECH 511</td>
<td>USING GOOGLE TOOLS IN THE CLASSROOM</td>
<td>1</td>
<td>College of Education</td>
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<td>This course introduces K-12 teachers to the use of Google tools in the classroom. A variety of Google tools to support classroom communication and collaboration are examined. Tools for learning, creating, and solving problems are also explored. Participants create original instructional products and lesson plans using Google tools.</td>
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<td>TECH 512</td>
<td>BECOMING A CONNECTED EDUCATOR</td>
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<td>College of Education</td>
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<td>This course provides participants with strategies for using digital tools to make course information readily available and to connect with other educators, parents, and communities. Participants also examine applications of online platforms, such as blogs and social media, for participating in a professional learning network (PLN). Digital citizenship and school branding are also explored in this course.</td>
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<td>TESOL 503</td>
<td>FOUNDATIONS OF INSTRUCTION</td>
<td>3</td>
<td>College of Education</td>
<td>This course is designed to introduce historical, legal, and theoretical frameworks of education for English language learners in the United States. Participants identify effective English language learner instructional approaches and strategies with emphasis on content area instruction. Evaluation and assessment strategies for English language learners are also addressed.</td>
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<tr>
<td>TESOL 504</td>
<td>INSTRUCTIONAL TECHNIQUES AND METHODS</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides educators with an overview of techniques and methods that support the instruction of English language learners. Participants examine culturally responsive practices for instruction and assessment. Teaching in the content areas, honoring cultural diversity, and involving parents guardians and community are also explored.</td>
</tr>
<tr>
<td>TESOL 505</td>
<td>ASSESSMENT</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides educators with a foundational understanding of assessment practices for English language learners. Participants examine the relationship between language acquisition and assessment and its affect on teaching and learning. Content area instruction, reading instruction, and writing instruction as they relate to assessment are also explored.</td>
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<tr>
<td>TESOL 508</td>
<td>TEACHING READING AND WRITING</td>
<td>3</td>
<td>College of Education</td>
<td>This course provides educators with a foundational awareness and understanding of best practices for teaching reading and writing to English language learners. Language acquisition and literacy development as it relates to teaching reading and writing is explored. Participants create reading and writing instruction and assessment for integration across the curriculum.</td>
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<td>Course Code</td>
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<tr>
<td>TESOL 509</td>
<td>APPLIED LINGUISTICS</td>
<td>3</td>
<td>College of Education</td>
<td>This course introduces K-12 educators to the nature, structure, and acquisition of language. Participants study the first and second language acquisition process, the cultural implication of language and classroom instruction, and the integration of theory and practices including assessment. Participants apply linguistic theory through instructional methods to support the English language learner.</td>
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<tr>
<td>TESOL 510</td>
<td>CROSS-CULTURAL COMMUNICATION</td>
<td>3</td>
<td>College of Education</td>
<td>This course explores cross-cultural communication and global awareness in multicultural education. Participants learn and apply the principles of culturally responsive teaching and multicultural and global education with particular attention to English language learners.</td>
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<tr>
<td>TMGT 540</td>
<td>MANAGEMENT OF R&amp;D AND INNOVATION PROCESSES</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the role of Research &amp; Development (R&amp;D) as a means to provide future survival and growth for the organization as the lifecycle of existing products and or services matures to obsolescence. Also introduced are techniques used to stimulate and manage innovation in the workplace.</td>
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<tr>
<td>TMGT 550</td>
<td>TECHNOLOGY TRANSFER IN THE GLOBAL ECONOMY</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the student to the concept of multi-national enterprises and the role of technology in the strategic management of these enterprises. This course focuses on opportunities to utilized technology transfer within a global business to meet the goals of the strategic plan.</td>
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<td>Course Code</td>
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<tr>
<td>TMGT 590</td>
<td>APPLICATIONS OF TECHNOLOGY MANAGEMENT</td>
<td>3</td>
<td>School of Business</td>
<td>This is an integrative course and the capstone for the MBA TM program. The outcome is to apply a range of skills from the individual courses in the technology management program to develop a change management plan to implement, build, and initiate a technology product or infrastructure in an organization.</td>
</tr>
<tr>
<td>TPA 001</td>
<td>SUBJECT SPECIFIC PEDAGOGY</td>
<td>1</td>
<td>College of Education</td>
<td>This course addresses California’s Teaching Performance Assessment: Principles of Content-Specific and Developmentally Appropriate Pedagogy. Students will review the elements of this assessment and will demonstrate their knowledge of principles of content-specific pedagogy and developmentally appropriate pedagogy. Through this assessment process, students will learn the importance of their performance with K-12 students in mastering the knowledge, skills and abilities required of a beginning teacher, as exemplified in the Teacher Performance Expectations.</td>
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<tr>
<td>TPA 002</td>
<td>DESIGNING INSTRUCTION</td>
<td>1</td>
<td>College of Education</td>
<td>This course addresses the second task of California’s Teaching Performance Assessment: Designing Instruction, Connecting Instructional Planning to Student Characteristics for Academic Learning. Students will review the elements of the Designing Instruction Teaching Performance Assessment and will demonstrate their ability to learn important details about a classroom of students, an English learner, and a student who presents a different instructional challenge. Students will focus on how instructional planning connects to student characteristics of a whole class and to two focus students who present a different instructional challenge.</td>
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<tr>
<td>TXTP 1025</td>
<td>TEXES TEST PREPARATION - MATHEMATICS 4-8 EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course supports students seeking Texas State Board of Education certification in 4-8 Mathematics. Participants learn test-taking strategies, stress reduction, and information required for the following domains of the TExES Mathematics 4-8 exam: Domain I: Number Concepts Domain II: Patterns and Algebra Domain III: Geometry and Measurement Domain IV: Probability and Statistics Domain V: Mathematical Processes and Perspectives Domain VI: Mathematical Learning, Instruction, and Assessment Participants take practice tests, review test questions, analyze correct and incorrect answers, and create plans to further prepare for the exam.</td>
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<td>Course Code</td>
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<td>TXTP 1045</td>
<td>TEXES TEST PREPARATION - SCIENCE 4-8 EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course is designed for students seeking teaching certification in the area of 4-8 Science, as required by the Texas State Board of Education. Students will receive information on testing strategies, vocabulary, formulas, and other subject specific information required in: Domain I: Scientific Inquiry and Processes Domain II: Physical Science Domain III: Life Science Domain IV: Earth and Space Science Domain V: Science Learning, Instruction and Assessment Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help prepare students for the exam.</td>
</tr>
<tr>
<td>TXTP 1065</td>
<td>TEXES TEST PREPARATION - SPECIAL EDUCATION EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course is designed for students seeking teaching certification in the area of Special Education, as required by the Texas State Board of Education. Students will receive information on testing strategies, vocabulary, formulas, and other subject-specific information required in: Domain I: Understanding Individuals with Disabilities and Evaluating Their Needs Domain II: Promoting Student Learning and Development Domain III: Promoting Student Achievement in English Language Arts and Reading and in Mathematics Domain IV: Foundations and Professional Roles and Responsibilities Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help prepare students for the exam.</td>
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<tr>
<td>TXTP 1075</td>
<td>TEXES TEST PREPARATION - PRINCIPAL EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course is designed for students seeking teaching certification in the area of principal, as required by the Texas State Board of Education. Students will receive information on testing strategies, vocabulary, formulas, and other subject-specific information required in: Domain I: School Community Leadership Domain II: Instructional Leadership Domain III: Administrative Leadership Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help students prepare for the exam.</td>
</tr>
<tr>
<td>TXTP 1085</td>
<td>TEXES TEST PREPARATION - PPR EC-12</td>
<td>1</td>
<td>College of Education</td>
<td>This course is designed for participants seeking teaching certification in the area of Pedagogy and Professional Responsibility, as required by the Texas State Board of Education. Participants receive information on testing strategies, vocabulary, formulas, and other subject-specific information required in the following domains: Domain I: Designing Instruction and Assessment to Promote Student Learning Domain II: Creating a Positive, Productive Classroom Environment Domain III: Implementing Effective, Responsive Instruction and Assessment Domain IV: Fulfilling Professional Roles and Responsibilities Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help students prepare for the exam.</td>
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<td>Course Code</td>
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<td>TXTP 1115</td>
<td>TEXES TEST PREPARATION - CORE SUBJECTS 4-8 EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course supports students seeking Texas State Board of Education certification in the area of Core Subjects 4-8. Participants learn test-taking strategies, stress reduction, and information required for the following domains of the TExES Core Subjects 4-8 exam: Subject Test - English Language Arts and Reading (806) Subject Test - Mathematics (807) Subject Test - Social Studies (808) Subject Test - Science (809) Participants take practice tests, review test questions, analyze correct and incorrect answers, and create plans to further prepare for the exam.</td>
</tr>
<tr>
<td>TXTP 1135</td>
<td>TEXESTM TEST PREPARATION - MATHEMATICS 7-12 EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course supports participants seeking Texas State Board of Education certification in 7-12 Mathematics. Participants learn test-taking strategies, stress reduction, and information required for the following domains of the TExES Mathematics 7-12: Domain I: Number Concepts Domain II: Patterns and Algebra Domain III: Geometry and Measurement Domain IV: Probability and Statistics Domain V: Mathematical Processes and Perspectives Domain VI: Mathematical Learning, Instruction, and Assessment Participants take practice tests, review test questions, analyze correct and incorrect answers, and create plans to further prepare for the exam.</td>
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<tr>
<td>TXTP 1155</td>
<td>TEXESTM TEST PREPARATION - SCIENCE 7-12 EXAM</td>
<td>1</td>
<td>College of Education</td>
<td>This course is designed for participants seeking teaching certification in the area of 7-12 Science, as required by the Texas State Board of Education. Participants receive information on testing strategies, vocabulary, formulas, and other subject-specific information required in the following domains: Domain I: Scientific Inquiry and Processes Domain II: Physics Domain III: Chemistry Domain IV: Cell Structure and Processes Domain V: Heredity and Evolution of Life Domain VI: Diversity of Life Domain VII: Interdependence of Life and Environmental Systems Domain VII: Earth’s History and the Structure and Function of Earth Systems Domain IX: Components and Properties of the Solar System and the Universe Domain X: Science Learning, Instruction, and Assessment Opportunities to take practice tests, to review test questions by analyzing both correct and incorrect answers, and to use the information gathered from analysis and practice assessments help students prepare for the exam.</td>
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<tr>
<td>US 101</td>
<td>INTRODUCTION TO UNIVERSITY STUDIES</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>The essential information, skills, tools, and techniques necessary for academic success and personal effectiveness at the University of Phoenix are introduced in this course. The course develops and applies practical knowledge and skills immediately relevant to first-year university students. Course topics include goal setting and working with personal motivation, understanding and using University resources, developing efficient study habits, making the most of personal learning styles, and how best to manage time and reduce personal stress levels.</td>
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<td>VCT 231</td>
<td>VIDEO COMMUNICATION FUNDAMENTALS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the tools and techniques used in video post-production. This includes examining post-production workflow, use of graphics and audio to enhance video clips, and preparing video communication content for a professional audience.</td>
</tr>
<tr>
<td>VCT 236</td>
<td>INTRODUCTION TO IMAGE EDITING AND FORMATTING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course is an introduction to image editing and its role in the disciplines of web design, electronic publishing and multimedia development. An overview is presented on image editing software applications, file formats, composition, color, text design, retouching, and manipulation of graphic and photographic images.</td>
</tr>
<tr>
<td>VCT 241</td>
<td>ELECTRONIC PUBLISHING FUNDAMENTALS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the role of electronic publishing in the delivery of information to businesses and consumers. Emphasis is placed on the methods and techniques involved in the electronic publishing of professional materials, reports, and digital content.</td>
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<tr>
<td>VCT 251</td>
<td>GRAPHIC DESIGN AND ILLUSTRATION FUNDAMENTALS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the tools and techniques used in graphic design and illustration. This includes utilizing drawing tools, color manipulation, design techniques, and formatting content for a professional audience.</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>College of Information Systems and Technology</td>
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<td>VCT 305</td>
<td>DIGITAL DESIGN</td>
<td>3</td>
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<td>This course presents principles of digital design. An overview of digital design is presented that includes designing and developing creative presentations across various Medias including print, video, web, and mobile platforms.</td>
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<tr>
<td>VCT 315</td>
<td>3D DESIGN</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an introduction to how data is architectured and organized. It discusses the different data models used to store data, it outlines several schemas that drive how data is structured, and provides other database concepts relating to the design and architecture of data.</td>
</tr>
<tr>
<td>VCT 330</td>
<td>IMAGE EDITING WITH PHOTOSHOP®</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: Photoshop CS6 certification exam. Topics include: Photoshop fundamentals; using Adobe Bridge; using Camera Raw; editing images; use of selections, layers and adjustments; working with video; and outputting for web, print and mobile.</td>
</tr>
<tr>
<td>VCT 335</td>
<td>3D PRINTING</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain hands-on experience with 3D printing. Topics include: 3D modeling and printing fundamentals using Adobe Photoshop, Autodesk 123d and Autodesk Inventor; working with cameras to quickly create 3D images for printing; and 3D printing resources, including service bureaus.</td>
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<td>Course Code</td>
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<td>VCT 340</td>
<td>WEB DESIGN WITH DREAMWEAVER</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: Dreamweaver CS6 certification exam. Topics include: Dreamweaver fundamentals - navigating the workspace, defining and creating a website; page layout, handling links and formatting text; integrating rich media; using templates and writing HTML and CSS code; and launching to the web and to mobile.</td>
</tr>
<tr>
<td>VCT 345</td>
<td>GRAPHIC DESIGN WITH ILLUSTRATOR</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course applies advanced graphic design tools and techniques to develop creative visual content in Adobe® Illustrator®. This includes utilizing drawing tools, color manipulation, design techniques, and formatting content for a professional audience.</td>
</tr>
<tr>
<td>VCT 350</td>
<td>DESKTOP PUBLISHING WITH ACROBAT PROFESSIONAL®</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: Adobe Acrobat XI Pro certification exam. Topics include: viewing, navigating, creating, modifying and enhancing PDF documents; working with actions; reviewing, collaborating and commenting; creating forms and collecting data; managing security; and print production.</td>
</tr>
<tr>
<td>VCT 360</td>
<td>ELECTRONIC PUBLISHING WITH INDESIGN®</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: InDesign CS6 certification exam. Topics include: establishing layouts, creating and managing text, working with graphics, working with colors and transparency, and publishing documents.</td>
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<td>Course Code</td>
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<td>Credits</td>
<td>College of Information Systems and Technology</td>
<td>Description</td>
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<td>VCT 380</td>
<td>IMAGE MANAGEMENT WITH LIGHTROOM</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: Lightroom 5 certification exam. Topics include: Photoshop Lightroom 5 fundamentals; importing assets; working with the Develop module; exporting media; and outputting for print, slideshows and the web.</td>
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<tr>
<td>VCT 390</td>
<td>VIDEO COMMUNICATIONS WITH PREMIERE PRO</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course provides an intensive workshop where the student will gain the hands-on experience required to help pass the ACE: Premiere Pro CC certification exam. Topics include: planning and designing Premiere Pro projects; video editing and transitions, working with graphics and effects, handling audio, and publishing.</td>
</tr>
<tr>
<td>VTC 420</td>
<td>MULTIMEDIA DEVELOPMENT</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces the fundamentals of developing interactive, multimedia enriched content for delivery across alternative platforms such as the Internet, CDs and handheld devices. The focus is on the integration of animation, audio and video content to maximize communication.</td>
</tr>
<tr>
<td>WEB 240</td>
<td>WEB DESIGN FUNDAMENTALS</td>
<td>3</td>
<td>College of Information Systems and Technology</td>
<td>This course introduces development tools and techniques used to publish web pages on the World Wide Web. Students use basic hypertext markup language, scripting, and presentational technologies to create websites with the aid of a software authoring application. Topics include HTML5, CSS, JavaScript®, server hosting, site publication, site maintenance, and search engine optimization.</td>
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<tr>
<td>Course Code</td>
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<td>College of Information Systems and Technology</td>
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<td>WEB 401</td>
<td>WEB DEVELOPMENT</td>
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<td>This course covers topics such as designing dynamic web pages and an introduction to Java and Java applets. Emphasis is placed upon the appropriate use of web programming tools.</td>
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<tr>
<td>WEB 407</td>
<td>ADVANCED WEB DEVELOPMENT</td>
<td>3</td>
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<td>This course focuses on existing and emerging web development technologies. Topics include specialized web markup languages, server-side backend databases, server-side programming, web services, enterprise web development, and web applications.</td>
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<tr>
<td>WEB 436</td>
<td>MOBILE COMMERCE</td>
<td>3</td>
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<td>This course explores the concept of mobile commerce from the perspective of an advanced web developer or development manager. Students will focus on E-Commerce principles, M-Commerce websites and apps, security, ethics and emerging technologies.</td>
</tr>
<tr>
<td>WEB 437</td>
<td>WEB COMMERCIALIZATION</td>
<td>3</td>
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<td>This course builds upon a professional understanding of web design and development, emphasizing the trend towards website commercialization. Topics of this course include strategy and e-commerce planning, online supply chain management, e-commerce tools and techniques, marketing strategies, customer experience and service, and search engine optimization.</td>
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<td>Course Code</td>
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<tr>
<td>WEB 475</td>
<td>WEB AND DESIGN INTERNSHIP</td>
<td>College of Information Systems and Technology</td>
<td>This is the capstone course for web design. The course provides students with the opportunity to integrate and apply learning from their program of study in a comprehensive manner within an internship or job placement site. Students will demonstrate competency and skills in web and mobile development, internet systems architecture, and apply best practices in IT design in an internship or job placement site.</td>
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<tr>
<td>WEB 480</td>
<td>WEB AND DESIGN CAPSTONE</td>
<td>College of Information Systems and Technology</td>
<td>This is the capstone course for web design. The course provides students with the opportunity to integrate and apply learning from their program of study in a comprehensive manner. Students will demonstrate competency and skills in web and mobile development, internet systems architecture, and apply best practices in IT design.</td>
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<tr>
<td>WRIT 310</td>
<td>CREATIVE WRITING: PERSONAL ESSAYS AND CREATIVE NON-FICTION</td>
<td>College of Humanities and Sciences</td>
<td>This course in creative writing offers practice and criticism in the reading, analysis, and composition of personal essays and nonfiction.</td>
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<tr>
<td>WRIT 320</td>
<td>ADVANCED COMPOSITION FOR THE ENGLISH MAJOR</td>
<td>College of Humanities and Sciences</td>
<td>This course in advanced composition is for students who want to develop advanced writing skills. While focus and subject matter may vary, a rhetorical emphasis will guide the writing tasks.</td>
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<td>Course Code</td>
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<tr>
<td>WRIT 350</td>
<td>WRITING FOR SOCIAL MEDIA</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course explores the varied styles of writing for social media. Students will analyze multiple examples of social media and practice writing for these media.</td>
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<tr>
<td>WRIT 410</td>
<td>CREATIVE WRITING: POETRY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course in poetry writing offers practice and criticism in the reading, analysis, and composition of poetry.</td>
</tr>
<tr>
<td>WRIT 415</td>
<td>CREATIVE WRITING: SHORT STORY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course in writing short story offers practice and criticism in the reading, analysis, and composition of the short story.</td>
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<tr>
<td>WRIT 420</td>
<td>CREATIVE WRITING: ONE ACT PLAY</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course in writing one act plays offers practice and criticism in the reading, analysis, and composition of the one act play.</td>
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<td>Course Code</td>
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<tr>
<td>XACC 210</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces accounting students to the use of technology and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for a business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.</td>
</tr>
<tr>
<td>XACC 280</td>
<td>FINANCIAL ACCOUNTING CONCEPTS AND PRINCIPLES</td>
<td>3</td>
<td>School of Business</td>
<td>This course covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of the financial effects of economic events on the enterprise. Financial information is examined from the perspective of effective management decision making with special emphasis on the planning and controlling responsibilities of practicing managers.</td>
</tr>
<tr>
<td>XACC 290</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
<td>School of Business</td>
<td>This course covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of the financial effects of economic events on an enterprise. Students will learn to examine financial information from the perspective of management. Other topics include decision-making, planning, and controlling from the perspective of a practicing manager.</td>
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<tr>
<td>XACC 291</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces accounting concepts in a business environment. Students learn to create and apply accounting documents in making better business decisions. Other topics include plant assets, liabilities, accounting for corporations, investments, statements of cash flows, financial statement analysis, time value of money, payroll accounting, and other significant liabilities.</td>
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<td>Course Code</td>
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<td>Credits</td>
<td>School of Business</td>
<td>Course Description</td>
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<tr>
<td>XBCOM 230</td>
<td>BUSINESS COMMUNICATION FOR ACCOUNTANTS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to the foundations of communication in a business accounting setting. Students are exposed to various topics related to interpersonal and group communications within the context of applications to the accounting field. Students will develop skills in the forms of written communication, including memos, emails, business letters, and reports. Other topics include communication ethics, collaboration, information utilization, critical thinking, and professional competence and values.</td>
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<tr>
<td>XBCOM 275</td>
<td>BUSINESS COMMUNICATIONS AND CRITICAL THINKING</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces students to the foundations of communication in a business setting. Students will develop skills in critical thinking and decision making through the forms of written communication, including memos, emails, business letters, and reports. Other topics include communication ethics and cross-cultural communications, personal communication styles, solving organizational problems, and the evaluation of an organizations strategic direction.</td>
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<tr>
<td>XBIS 219</td>
<td>BUSINESS INFORMATION SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of Business Information Systems. This includes a broad foundation for both technical and non-technical business professionals. Special emphasis is placed on how information is used by different types of businesses across different industries.</td>
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<tr>
<td>XBIS 220</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides an overview of Business Information Systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.</td>
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<tr>
<td>XCOM 100</td>
<td>INTRODUCTION TO COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is an introduction to the field of communication with emphasis on the history of communication study, theories important to all areas of communication, the contexts in which communication occurs, and the issues that must be faced by students of communication. The course serves as an introduction to the strands of communication: interpersonal, small groups and teams, mass communication, organization, intercultural, and rhetoric.</td>
</tr>
<tr>
<td>XCOM 200</td>
<td>FOUNDATIONS OF INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course includes the application of communication principles, theory, and research to the process of interpersonal communication; includes verbal, nonverbal, listening, conflict management, and communication skills most relevant to a broad range of interpersonal settings.</td>
</tr>
<tr>
<td>XCOM 225</td>
<td>FOUNDATIONS OF MASS COMMUNICATIONS</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course is a survey of the basic theories upon which our scientific understanding of mass communication is based. Ethical and related problems of mass communication will be studied from contemporary and historical viewpoints, as well as a critical analysis of the performance of the mass media.</td>
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<tr>
<td>XCOM 285</td>
<td>ESSENTIALS OF MANAGERIAL COMMUNICATION</td>
<td>3</td>
<td>College of Humanities and Sciences</td>
<td>This course introduces students to the foundations of communication in a business setting. Students are exposed to various topics related to interpersonal and group communication with an eye toward applications in an office or virtual office setting. Students will develop skills in various forms of written communication, including memos, emails, business letters, and reports. Communication ethics and cross-cultural communications are also explored. Upon completing the course, students will have an awareness of their personal communication style and be able to identify areas for further exploration of communication as a business skill.</td>
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<tr>
<td>Course Code</td>
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<td>School of Business</td>
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<tr>
<td>XECO 212</td>
<td>PRINCIPLES OF ECONOMICS</td>
<td>3</td>
<td>School of Business</td>
<td>This course introduces the fundamental theories of microeconomics and macroeconomics. The economic principles studied in this course apply to everyday life as students research an industry, debate issues with trade agreements, discuss the effects of a shift in labor supply and demand, and discuss the strengths and weaknesses of the Consumer Price Index calculation. In particular, students research an industry affected by the economy and perform an economic analysis of the chosen industry.</td>
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<tr>
<td>XMGT 216</td>
<td>ORGANIZATIONAL ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>School of Business</td>
<td>This course provides a foundational perspective for socially responsible management practices in business. Special emphasis is placed on the inter-related nature of ethics, moral, legal, and social issues in managing individuals, groups, and the organization within a business environment.</td>
</tr>
<tr>
<td>XMGT 230</td>
<td>MANAGEMENT THEORY AND PRACTICE</td>
<td>3</td>
<td>School of Business</td>
<td>This course explores the rich field of management in theory and practice, and as both a science and an art. Students learn to apply management concepts to current workplace issues. Other topics include increasing competitive forces, expectations for successful performance of employees and organizations, and achieving desired business goals.</td>
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</table>