“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
Information contained in this catalog is subject to change at the discretion of the University of Phoenix without prior notification. Unless specifically stated otherwise in a particular Catalog policy, in the event of any inconsistency or conflict between the information contained in this catalog and any other material, the information contained in the catalog shall take precedence.

The University of Phoenix is not responsible for information or claims made by individuals not affiliated with the University that is contrary to University of Phoenix published material.

Annual Security Report Notice

The University of Phoenix annual security report includes statistics for the previous three years concerning reported Clery Act 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 information on the sex offender registry, institutional policies and programs concerning alcohol and other drugs, crime prevention measures, the reporting of crimes, sexual assault, domestic violence, dating violence, stalking and other related matters. The annual security report is available at https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf. If you’d like a paper copy of the report, please contact a Campus Safety Coordinator to request one.
ADDENDUM - SUMMARY OF POLICY UPDATES ADDED TO THE CATALOG ON MAY 1, 2021

GENERAL POLICY UPDATES

- The College of Nursing Programs section was updated. (see UNIVERSITY OF PHOENIX)
- The Enrollment Status section was updated. (see ACADEMIC POLICIES)
- The Nursing Accreditation section was updated. (see CONSUMER INFORMATION)
- The Student Address Changes section was updated. (see STUDENTS’ RIGHTS AND RESPONSIBILITIES)
- The Accreditation - College of Nursing Programs section was updated. (see UNDERGRADUATE PROGRAMS - COLLEGE OF NURSING)
- The Accreditation - College of Nursing Programs section was updated. (see GRADUATE PROGRAMS - COLLEGE OF NURSING)
- The Facilities section was updated. (see FACILITIES)
- The University Administration section was updated. (see UNIVERSITY ADMINISTRATION)

PROGRAM POLICY UPDATES

- The General Education Requirements for the BSB for Students Obtaining an Associates En-Route Credential section was updated for the BSB. (see UNDERGRADUATE PROGRAMS - COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY)
- The Academic Progression section was updated for the BSM. (see UNDERGRADUATE PROGRAMS - COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY)
- The Program Description was updated for the MSN/INF, MSN/INF (Bridge), MSN/ADM, MSN/ADM (Bridge), MSN/NED, MSN/NED (Bridge), MSN/FNP, MSN/FNP (Bridge), MSN/FNP (California), and the MSN/FNP (California) (Bridge). (see GRADUATE PROGRAMS - COLLEGE OF NURSING)
- The Program Purpose Statement was updated for the MSC/CCMH, MSC/CCMH (California), MSC/CCMH (Nevada), and MSC/CCMH (Arizona). (see GRADUATE PROGRAMS - COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES)
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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. In fact, the majority (74 percent) of all college enrollees have at least one 'non-traditional' characteristic, like having one or more dependents or is employed full-time. 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 past 44 years, 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 have come to pass. Today, roughly 80 percent of part-time undergraduate students and 43 percent of full-time undergraduate students are employed, 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.

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.
- 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.

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 stock is wholly-owned by AP VIII Queso Holdings, L.P., which is owned by Apollo Global Management, LLC and The Vistria Group, LLC. The University's central administration is located in Phoenix, Arizona.

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- 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.
Institutional 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 60604-1411
Phone: 800.621.7440 | 312.263.0456 | Fax: 312.263.7462
http://hlcommission.org

Program Accreditation

College of Business and Information Technology and Business Programs
The Accreditation Council for Business Schools and Programs (ACBSP) has accredited the following programs in the College of Business and Information Technology:
- Associate of Arts with a concentration in Accounting Fundamentals
- Associate of Arts with a concentration in Business Fundamentals
- Bachelor of Science in Accounting
- Bachelor of Science in Business
- Master of Business Administration
- Master of Management
- Master of Science in Accountancy
- Doctor of Business Administration
- Doctor of Management
For additional information, visit acbsp.org.

Accreditation Council for Business Schools and Programs
11520 West 119th Street
Overland Park, KS 66213

College of Nursing Programs
The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

College of Education and Education Programs
The educator preparation programs offered at the Hawaii and Utah Campuses are accredited by the National Council for Accreditation of Teacher Education (NCATE), a specialized accrediting body administered by the Council for the Accreditation of Educator Preparation (CAEP).

The following initial teacher preparation programs* are accredited at the Hawaii Campus:
- Bachelor of Science in Education/Elementary Education
- Bachelor of Science in Education/Elementary Education
- Bachelor of Science in Education/Secondary Education
- Master of Arts in Education/Administration and Supervision
- Master of Science in Counseling/School Counseling

*These programs are not available for new enrollment.

For additional information, visit caepnet.org.

Council for the Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036

In addition, educator preparation programs have been reviewed and approved by the state education agency in Arizona and California. Individual programs vary by state, and not all programs are available at all locations or in both online and local campus modalities.

College of Social and Behavioral Sciences and Counseling Programs
The Master of Science in Counseling program in Clinical Mental Health Counseling at the Arizona and Utah Campuses are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
For additional information, visit cacrep.org.

Council for Accreditation of Counseling and Related Educational Programs
1001 North Fairfax Street, Suite 510
Alexandria, VA 22314
(703) 535-5990

The Master of Science in Counseling/School Counseling at Utah Campus program is accredited by the National Council for Accreditation of Teacher Education (NCATE), a specialized accrediting body. Following a merger of accreditors, NCATE accreditation is administered by the Council for the Accreditation of Educator Preparation (CAEP).
For additional information, please visit caepnet.org.

Council for the Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036

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 Board for Certified Counselors, the National Association for 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.

Bachelor of Science in Social Work (BSSW) achieved candidacy for accreditation by the Council on Social Work Education’s (CSWE) Commission on Accreditation in 2017. Candidacy for a baccalaureate social work program by the CSWE’s Commission on Accreditation indicates that it has made progress toward meeting criteria for the assessment of program quality evaluated through a peer review process. A program that has attained candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards but has not yet demonstrated full compliance.

Students who enter programs that attain candidacy in or after the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains initial accreditation (CSWE, 2019, FAQ). Candidacy is a multi-year process, and attaining candidacy does not guarantee that a program will eventually attain initial accreditation. Candidacy applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

Academic Programs, Facilities and Instructional Personnel Information

Academic program offerings and instructional facilities vary according to geographic area and delivery mode at the local campus or online modality. Not all programs are available at all locations.

Academic Programs

University of Phoenix offers undergraduate and graduate programs in business and management, information systems and technology, security, 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 as comprehensive a picture as possible 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.

Academic Programs

Undergraduate and graduate programs at University of Phoenix are offered in arts and sciences, business and management, communications, criminal justice and security, education, health administration, human services, nursing, psychology, and 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.

University Library

The University of Phoenix Approach to Library Services

The University of Phoenix Library uses current information technology to provide relevant and timely information in support of the learning process. The library users are “knowledge workers” and busy working adults who need to develop the ability to access and utilize information from the desktop. The online distribution of scholarly resources provides functional access to the kinds of information our library users will expected to use throughout their academic programs and careers. The core of our library is an array of electronic 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 numerous resource subscriptions, the library facilitates user education, offers document retrieval and interlibrary loan services, and provides research guidance. 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. University 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 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 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 materials that are 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 http://my.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. Access to Electronic Reserve Readings, when available, are listed on course pages within the student portal.

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.
- Resource recommendations by subject can be found by utilizing our Subject Guides on the library homepage.
- The FAQs on the homepage of the University Library contain in-depth answers to “Frequently Asked Questions” received by the library.
- The Research Databases (https://library.phoenix.edu/az.php?) section provides detailed information on the library’s collection.

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 our Research Database link on the library’s main page.
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 online (excluding AACR & AAPP) 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 Learning Goals

The University’s faculty leadership, in collaboration with consultants from the National Center for Higher Education Management Systems, has established five broad learning goals that guide curriculum development, instruction, learning assessment, and program evaluation and improvement. The University Learning Goals are:

- Professional Competence and Values
- Critical Thinking and Problem Solving
- Communication
- Digital Fluency
- Collaboration

The intent of the University’s learning goals 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. One Carnegie hour is defined as 50 minutes of faculty directed or student directed activities. Achievement of outcomes related to the awarding of credit hours is measured using standard national benchmarks.

The curriculum at University of Phoenix (UOPX) 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></td>
<td></td>
<td></td>
<td></td>
<td>6 (*22.5/week)</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>120</td>
<td>180</td>
<td>7 (*26/week)</td>
</tr>
<tr>
<td>5</td>
<td>75</td>
<td>150</td>
<td>225</td>
<td>9 (*25/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’s Degree: 120 credits
- Master’s Degree: minimum 30 credits beyond the Bachelor’s 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 average 17-23 students at the Online campus and 7-11 students at local ground campuses 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 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 may work in Collaborative Activities, including Learning Teams. Learning Teams are small groups of three to six students drawn from within the larger cohort. Collaboration is an essential design element in the University’s teaching and learning model — 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
Competencies

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 Humanities and 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

You must have reliable access to a personal computer or utilize technology at one of our campuses or student resource centers that meets the following specifications:

- A processor of 1.2 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
- Keyboard and Mouse is recommended
- Speakers/Headphones and Microphone
  - A noise-cancelling headset is recommended.
  - Public access computers may not permit usage of speakers, headphones or microphones.
- A web camera capable of video 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 will need a computer with Microsoft® Windows or Apple® Mac OS and familiarity with the following items:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Win-</td>
<td>Windows 8</td>
<td>Windows 10 or higher</td>
</tr>
<tr>
<td>does</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple® Mac OS X</td>
<td>Mac OS X 10.10.5</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Apple iOS</td>
<td>12</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Android</td>
<td>8</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Chrome OS</td>
<td></td>
<td>Not Supported</td>
</tr>
</tbody>
</table>

Microsoft® Windows may be required for some technology courses.

Employee Screening

Subject to the requirements of federal, state, and local law, all external candidates who receive an offer of employment with the University must have a background check completed with the University prior to their start date.

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.

Technology Enhanced Courses

Some University courses are ‘technology enhanced’ courses. These courses (designated with a ‘T’ at the end of the course ID) differ from courses in the standard University of Phoenix format in that they employ the use of active learning diagnostics at the beginning of each week of class to identify existing knowledge and knowledge gaps regarding the week’s course content. Students then spend the week engaging in specific learning activities designed to fill in those knowledge gaps in a courseware platform outside of the online classroom. These frequently include auto-graded activities that provide students with instant feedback. The class size in a technology enhanced course is larger than for standard University of Phoenix courses. In order to effectively manage the discussion in these larger groups, students are placed into learning teams. Learning teams in a technology enhanced course differ from learning teams in a standard University of Phoenix course in that they serve as discussion communities only and do not require students submit learning team assignments for points.

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 collaborative 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 the student portal. 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.
Computer Accessibility

All students need access to a computer for success in their coursework. The operating systems on most computers already have some features that include these accessibility technologies:

- Changing font size
- Changing size of desktop icons
- Magnification of portions of your screen
- Converting text to speech
- Altering background color
- Captioning for audio
- Speech recognition

Accessibility for Operating Systems

Both Microsoft and Apple provide additional accessibility guides, tutorials, and tips for use on your computer. Visit the Microsoft or Apple website for information beyond the documents provided here. Students may contact the Disability Services Office for questions about accommodations or visit the University’s page on accessibility.

College Specific Requirements

College of Business and Information Technology

The College of Business and Information 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.

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 requirements, during the student teaching or practicum experience (if applicable) to meet assessment requirements, and near the end of your program to meet licensure requirements. You may be required to purchase or obtain access to relevant software and hardware. Please look for updated software/hardware requirements in your courses. A minimum Internet upload speed of 2Mbps is recommended to help facilitate the video uploads.

College of Doctoral Studies

The College of Doctoral Studies requires that students bring a laptop computer that meets the above technology requirements to any/all physical residencies or classes.

MyPhoenix: Student Portal

MyPhoenix 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. MyPhoenix is accessible 24/7 and requires no special software. Students can login to MyPhoenix from any computer and Internet Service Provider. Students may contact the Disability Services Office for questions about accommodations or visit the University’s page on accessibility.

Additional Software

- Microsoft® Office 2013 or later for a personal computer (PC), Microsoft® Office 2016 or later for a Mac.
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- Local administrative privileges to operating system may be required to allow for installation of software and/or configure computer settings
- A current security suite application (updated regularly)

Some courses may require the purchase of additional software including

- Microsoft® Visio
- Microsoft® Project

Please note that much of the software required above can be found in the University Marketplace or the online Microsoft® Office offer for enrolled students.

Mobile Devices

Students are required to have reliable access to a PC or Mac but may use a mobile device such as a phone or tablet as a secondary means of access or Blackboard™ mobile app. Access, support, and functionality of University websites, classroom environment, or required course materials may be limited on mobile devices.
and reinforcing forgotten concepts.

**Center for Mathematics Excellence:** An online resource that includes live math tutoring and virtual tools for building math confidence.

**Library Support:** Current students may use the University’s Ask a Librarian service to email a staff librarian; responses are sent within six hours, including weekends. Online tutorials help students navigate individual library resources and the overall library site.

**Life Resource Center:** The Life Resource Center provides access to confidential and complementary services and resources related to life coaching and counseling, including webinars, podcasts, articles, and assessments. Certain services are available a limited number of times, but can be extended for a nominal fee.

**PhoenixLink:** A suite of career tools where students will find support for their career goals. Students can access career planning and readiness tools. Active degree- and certificate-seeking students can schedule a consultation with a certified career advisor. For details, visit phoenix.edu/career-services.html.

Changes made at the institution are provided to students through catalog updates and other communications available through MyPhoenix.

When students are admitted to a program, they are provided with all the information needed to connect to MyPhoenix. This electronic class environment is where assignments are turned in and exams are accessed. Each student's MyPhoenix 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 MyPhoenix, and turn in assignments by accessing assignment links on MyPhoenix.

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 Deans and administrative staff and faculty in the Colleges, Directors of Academic Affairs, Campus Academic Directors and certain university administrators to review submissions to the electronic class environment and to assign 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 is for personal academic use as part of the student’s current course and occurs with the prior written consent of the faculty member teaching the class.
- If the recording is for use outside the current course, the student obtains the prior written consent of the faculty member and the FERPA consent of every student who is personally identifiable in the recording.
- If there is a documented University of Phoenix Disabilities Service Office or Title IX authorized accommodation requiring recording of specific parts of a class session. Faculty may make audio or video recordings of class presentations, activities, and/or discussions if they meet one or more of the following criteria:

  - The recording is for sharing with students and school officials who are enrolled or participating in the current course in which such audio or video recording is made.
  - If the recording is for use outside of the current course, the faculty member obtains the FERPA consent of every student who is personally identifiable in the recording.
  - If there is a documented University of Phoenix Disabilities Service Office or Title IX authorized accommodation requiring recording of specific parts of a class session.

Unless a class recording is made with the appropriate authorization(s) as set forth herein it shall not be copied or shared with others, posted on a website to which others have access, or used or disseminated in any other manner.

**Institutional Assessment Policy**

A. Assessment is a shared responsibility among University of Phoenix (UOPX) academic leaders, faculty, and administrators. UOPX has created a University Assessment Committee (UAC), granted authority by the Provost. Its purpose is to support a systematic, sustainable assessment process that affords the University an opportunity to continuously improve teaching practice, student learning, and student services; strengthen the University’s reputation; and enhance accountability and transparency among its students, faculty and community. UAC includes representation from the colleges (including faculty and administrators), academic affairs, student service and co-curricular areas, Center for Teaching and Learning, Accreditation and Regulatory Compliance, and academic operations.

Assessment of student learning at UOPX is divided between the colleges, Center for Teaching and Learning, and Assessment and Institutional Research. Assessment and Institutional Research ensures a consistent, systematic assessment process that all colleges follow. Faculty within the colleges have a significant role in the assessment of student learning outcomes and the continuous improvement of student learning.

- Assessment and Institutional Research responsibilities include:
  - Ensuring appropriate infrastructure to support assessment
  - Establishing sustainable assessment processes and requirements
  - Ensuring faculty have opportunities to engage in the assessment process
  - Providing resources, support, and training for assessment activities

- College responsibilities include:
  - Using assessment results to improve program quality.
  - Providing leadership over assessment activities for their programs at local campuses and online
  - Ensuring compliance with regulatory, accreditor, and University assessment requirements
- Center for Teaching and Learning responsibilities include:
  - Developing assessments of student learning for use by faculty in the classroom
  - Following University assessment requirements
- Faculty responsibilities include:
  - Assessing individual student learning within the classroom
  - Assisting in programmatic assessment of student learning, when called upon

University of Phoenix, 2020-2021

**THE UNIVERSITY’S TEACHING AND LEARNING MODEL**
• Serving as content experts and actively participating in assessment planning and processes (faculty subject matter experts and faculty assessment liaisons)

Each student service and co-curricular area is responsible for implementing assessment and is also supported by the Assessment and Institutional Research team within the Office of Institutional Effectiveness. The Assessment and Institutional Research team ensures a consistent, systematic assessment process at the University level that all student service and co-curricular areas follow. Staff have a significant role in assessment and continuous improvement of student services. (R1, R3)

• Assessment and Institutional Research responsibilities include:
  • Ensuring appropriate infrastructure to support assessment
  • Establishing assessment processes
  • Providing resources, support, and training for assessment activities

• Student service and co-curricular area responsibilities include:
  • Participating in University assessment efforts by:
    - Collaborating with Assessment and Institutional Research to develop specific assessment plans
    - Ensuring compliance with regulatory, accreditor, and University assessment requirements

Competency-Based Education Programs and Courses

Competency-Based Education (CBE) Programs: University of Phoenix CBE program offerings are credit-hour programs designed to provide prepared students with an opportunity to pursue a degree at a more accelerated pace and with more flexibility than a traditional program offering. CBE program offerings allow students to demonstrate the appropriate level of mastery of relevant core competencies as a means of earning credit toward a degree. The University’s CBE program offerings include the designation “Competency-Based” in the official program name, and CBE courses include the designation “CB” in the course ID prefix.

CBE Courses: Students enrolled in a CBE program are enrolled in up to five courses concurrently. Each CBE course is 16 weeks in length. Each CBE course is made up of a cluster of competencies. Students must demonstrate an acceptable level of proficiency in each competency by completing a competency assessment. Students are allowed three attempts at a competency assessment, and must achieve a grade of ME (Met) or MA (Mastered) for each competency in a course in order to receive an overall passing grade of ME or MA for the course.

CBE Faculty: CBE programs follow the University’s established Faculty Model. The Faculty Model provides the University with an experienced team of faculty who are involved in faculty governance and teaching activities. In addition, the University’s teaching and learning model, Faculty Code of Conduct, curriculum management strategy, overarching educational philosophy, and faculty and student resources to support the teaching model are all integral components of the Faculty Model. Within the competency-based program, faculty motivate and guide students from orientation to graduation. Faculty will provide guidance and support in academic areas for their assigned students throughout the duration of students’ programs.

Faculty are subject matter experts in the content area of the program. Faculty members are content experts in specific competency areas, and they use that expertise to guide students through learning activities to support their academic development. Associate faculty facilitate student learning through synchronous and asyn-
Academically Related Activities

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 ARAs by the University:

- Discussion posts in a course (Blackboard “Messages” and “Collaborate” interactions do not count toward course attendance)
- Assignment submissions posted via the online classroom
- Quiz/Exam submissions recorded by the system via the online classroom
- Physical Attendance verified by a signed attendance roster (local campus courses only)

ARAs will not generate in Audited (AU) courses regardless of activity type.

Institutionally Scheduled Break

For all students, the University’s winter institutionally scheduled break for the 2020/2021 award year is December 22, 2020 - January 3, 2021.

For students attending a local campus, one or more additional University institutionally scheduled break(s) may apply for University observed holidays for the 2020/2021 award year. For University observed holidays, a one week institutionally scheduled break will be placed on a student’s academic record in the event that he/she is enrolled in a course that has been extended at a local campus due to a University observed holiday; the actual dates of the institutionally schedule break will vary based upon the observed holiday. Currently the University observes the following additional holidays: Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving Day and day following, Martin Luther King Jr. Day, President’s Day, and Mardi Gras.

Course Attendance Policy

Attendance is mandatory in all University courses. Students satisfy course attendance requirements through the activities listed below:

- Online: Students must post at least one message, assignment submission, or quiz/exam submission that is recorded by the system in the online classroom on at least one day during the online week.
  - Blackboard “Messages” and “Collaborate” interactions do not count toward course attendance.
- Competency-Based Education (CBE): Students in a CBE course are required to post at least one message, assignment submission, or quiz/exam submission that is recorded by the system in the online classroom in each course they are concurrently enrolled in, by the end of the second week in order to meet attendance requirements. CBE students who do not post in a course by the end of the second week will be dropped from that course.
  - Blackboard “Messages” and “Collaborate” interactions do not count towards course attendance.
- Academic Engagement Requirement: In addition to posting positive attendance for each course they are concurrently enrolled in, students in a CBE program must remain academically engaged. Academic engagement in a CBE program is achieved by having at least one academically related activity recorded (see Academically Related Activity policy) in at least one of the courses the student is concurrently enrolled in within their CBE program every 14 days, in alignment with the University’s criteria for Active Full Time Enrollment Status. CBE students who have posted positive attendance but who go 15 days without any academically related activities in any one of their concurrently enrolled courses (without an institutionally scheduled break) will be removed from and receive W grades for all courses in which they are concurrently enrolled.

- Local Campus and In Person Residency: Students must physically attend the local campus workshop meeting during the scheduled class and sign the attendance roster.
  - Most local campus courses meet four hours per week.
  - Most in person residency courses meet eight hours per day and require daily sign-in on the attendance roster.
- Directed Study: Students must post one message, assignment submission, or quiz/exam submission that is recorded by the system in the online classroom during the scheduled class during the online week.
  - Blackboard “Messages” and “Collaborate” interactions do not count toward course attendance.
- Preceptorship Clinical Courses: Students enrolled in preceptorship courses are not required to meet classroom workshop attendance in person as they are required to complete supervised clinical hours offsite. Attendance for the course is recorded weekly by the faculty member as documented on the attendance roster to record preceptorship progression. Students are responsible for notifying the faculty member prior to the start of the course workshop week if they are no longer engaging in required supervised clinical activity, and plan to withdraw from the course, to ensure attendance is recorded accurately.
- 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 at least one day during the online week.
    - Blackboard “Messages” and “Collaborate” interactions do not count toward course attendance.
• Three day residency: Attendance for the course is determined by the online week requirements. Students who do not physically attend any day during the in-person residency will receive a failing grade for the course.

Unexcused Absence Policy
Unexcused absences will result in an automatic "W" grade if students miss more than the maximum allowed absences. Students who miss equal to or less than the maximum allowed absences by the end of their course will receive a letter grade and will not be eligible to receive a "W". Refer to the chart below:

<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 (excluding CBE courses)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>60+</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

Students in CBE courses will be given an automatic W grade if they have posted at least one academically-related activity in the course, but have not exhausted all attempts at any competency assessments when either the course ends or when they have been withdrawn.

Students may submit a request for an excused absence prior to or after the missed week of attendance (for courses with a weekly attendance requirement), for one of the following reasons with supporting documentation:
• Military deployment
  • Documentation can consist of military orders.
• Required military training
  • Documentation can consist of military training orders.
• Extreme serious illness or hospitalization of student or family member
  • 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 a family member
  • Documentation can consist of a copy of the deceased’s obituary.
• Jury Duty
  • Documentation 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 that require campus(es) to cancel classes.

Leave of Absence

Students who need to take a formal break from their program must submit a signed, written request for a Leave of Absence (LOA) that includes the date and the reason for the request. All students actively enrolled in certificate and degree programs at the University are eligible to request a LOA.

Students may be approved by the University for multiple LOAs in a 12-month period; however, the total of all approved LOAs may not exceed 180 calendar days in the 12-month period, including approved LOA days that occur during a period of time when the student is subsequently withdrawn.

• A 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 will be denied.

The University will not allow a student to take two consecutive LOAs separated by an institutionally scheduled break.

• Student must return to the same program of study in which they took the LOA.
• Student must return on the date designated as the Return Date on their LOA Request Form, or the student will be withdrawn from the University.

University Withdrawal

The University Withdrawal policy addresses a student’s separation from the University and is applicable to all students enrolled in degree or certificate programs. Students may be officially, unofficially, or administratively withdrawn. When a student is withdrawn, the University records both a withdrawal effective date and a date of determination (the date when the University determined that the criteria for withdrawal was met).

• Official Withdrawal: Students who provide official notification of the intent to withdraw from the University are considered official withdrawals (OW).
  • The withdrawal date for an official withdrawal is the last date of academic attendance or attendance of an academically related activity (ARA) determined from University attendance records. This date is always earlier than or equal to the date the student notifies the University of his or her official withdrawal.
  • The date of determination (DOD) for students who officially withdraw from the University is the latter of the student’s withdrawal effective date or the date the student indicated in their notification to the University of his/her official withdrawal.
  • Students wishing to officially withdraw from the institution may complete the self-service Official Withdrawal automated process via the University student website.
  • Students who wish to rescind their intent to withdraw from the University must participate in an ARA after the effective date provided on the student’s Official Withdrawal form.
• **Unofficial Withdrawal:** Students who do not provide official notification to the University of their intent to withdraw are considered unofficial withdrawals (UW) after 14 days of consecutive nonattendance in an ARA determined from University attendance records.
  - For a student who fails to return from an approved leave of absence, the University will review the student record on or after the approved LOA end date.
  - For a student who is unofficially withdrawn, the DOD is the 15th day after the last attendance at an academically related activity.
  - For a student who fails to return from an approved leave of absence, the DOD is the day after the student’s approved LOA end date.
  - If a student is granted an extension in 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.
    - For a student who is granted an IX grade and does not post an ARA after the IX grade extension end date, the DOD is the day after the student’s IX grade extension end date.
• **Administrative Withdrawal:** Students who are withdrawn from the University for failing to meet admission, academic, candidacy, financial or code of conduct policies are considered administrative withdrawals (AW).
  - The withdrawal date for students who are AW is the last date of academically attendance or attendance in an ARA that occurred prior to the decision to administratively withdraw the student.
  - The DOD for students who are AW from the University is the date the University decides to administratively withdraw the student.

**Academic Program 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Holiday Calendar**

The University’s holiday calendar is listed below.

**2020-2021 Online Holiday Calendar**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>December 22, 2020 - January 4, 2021</td>
</tr>
</tbody>
</table>

**2020-2021 Online Associates Holiday Calendar**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>December 21, 2020 - January 3, 2021</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 that required course. Courses must have substantially similar content, course objectives, and/or learning outcomes. Equivalencies are subject to change based on program update or College need.

Equivalent courses must be at the same level or higher than the courses they are replacing and must 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 toward 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 equivalent courses are completed, only the most recent course completed will be counted for credit and GPA calculations. Equivalent courses are subject to the minimum grade requirement for courses applicable to a student’s program.

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**

University of Phoenix may be required to cancel courses when necessary. In addition, courses may not begin on their scheduled start dates in the event of certain circumstances, such as faculty availability 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 if available. Any payments made for cancelled courses will be refunded or applied to another University course. All attempts will be made to address such cancellations with students as early as possible.

**Directed Study**

With approval of the campus director of academic affairs or designated appointee, students may complete College approved courses, as available, via directed study as outlined below:

- Undergraduate and graduate degree program enrollment: a maximum of 12 completed credits in the program.
- Doctoral degree program enrollment: a maximum of 21 credits via directed study.
- Credit-bearing certificate program enrollment consisting of four or more courses: a maximum of 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.

As an exception to the program limits outlined in this policy, students in the following programs may complete college approved courses, as available, via directed study as outlined below:

- Master of Science in Counseling: a maximum of 9 credits toward a degree program upon approval by the program chair or designated appointee.
- Doctor of Nursing Practice: a maximum of 12 completed credits in the program upon approval of the Associate Dean or designated appointee.
- College of Doctoral Studies post master's certificates: a maximum of 9 completed credits in the program upon approval of the campus director of academic affairs or designated appointee.

Students enrolled in a CBE program cannot complete CBE courses via directed study.

**Concurrent Enrollment**

- Concurrent enrollment is defined as simultaneous enrollment in any two or more University courses. Students enrolled in courses outside the University are excluded from this 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 a competency-based education (CBE) program may be enrolled in up to five CBE courses concurrently. Each CBE program has a preferred sequence that divides required courses into groups of concurrent courses established by the applicable college. Students in a CBE program should be scheduled for a minimum of four courses concurrently, unless they have fewer than four courses remaining to complete their program requirements, or need to fulfill prerequisite requirements or the conditions of a negative academic status that necessitate the student take less than four courses in order to remediate the status.
- Non-degree students, who have successfully completed one course with the University, may enroll in up to three non-degree, credit-bearing courses concurrently.
- Concurrent enrollment in the first two courses is prohibited for all new students in degree-seeking programs, unless they are enrolled in a CBE program, and is prohibited during the Phoenix Success Series for students in Pathway B.

**Multiple University Credentials**

Students may earn multiple credentials from University of Phoenix (UOPX). The following policies apply:

- Only one degree in a specific discipline may be earned at the bachelor and master program levels; however, students can earn multiple degrees in different disciplines within those program levels. For the purpose of this policy, the term discipline refers to the subject or content area for the program (e.g. Psychology, Accounting, Cybersecurity, etc.).
- Students may earn only one certificate in a specific discipline at each course level (lower division, upper division, graduate, doctoral).
- Students who have been conferred from a degree or certificate program cannot return and enroll into a lower level degree or certificate in the same discipline as their previously completed program.
- Programmatic residency must be met for each credential through the completion of a prescribed minimum number of unique University of Phoenix credits.
  - Master's degree-seeking students must complete a minimum of 18 credits toward an additional master's degree.
  - Bachelor's degree-seeking students must complete a minimum of 30 unique credits of the additional bachelor's degree's required course of study in order to meet residency.
- Program-specific exceptions and programmatic residency requirements that do not fall within the above guidelines are outlined in specific program policies.

Students may only earn one associate degree.

Students may not complete more than one degree program from the College of Doctoral Studies, with the exception of the Educational Specialist (EdS) program. EdS graduates may earn any doctoral degree in addition to their EdS credential. Unless otherwise stated within a program policy, students may receive a certificate in the same area of focus as the specialization, concentration, or emphasis in their degree program.

**Maximum Credit Limits**

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 University of Phoenix (UOPX). The number of credits completed within a 12-month period is limited by the program level of
study the student is actively pursuing.
- 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**

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.

Current students have the option to visit their local campus or learning center and have a picture identification (ID) card created. In order for an ID card to be printed you must:
- Be in an active status with University of Phoenix (Full time, Less Than Half Time, and Leave of Absence)
- Before issuing the Photo Student ID, a government issued ID
- Be in an active status with University of Phoenix (Full time, Less Than Half Time, and Leave of Absence)
- Before issuing the Photo Student ID, a government issued ID

The Photo Student ID card will be issued by University staff at the local campus or learning center. Not all local campuses or learning centers may offer this service.

**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:

A copy of one of the following forms of identification will be accepted as proof of your legal name change. The document provided must be signed and must accurately reflect your full legal name.
- Court Ordered Name Change
- Social Security Card
- Passport/Passport Card
- Permanent Resident Card
- Certificate of Naturalization

- Driver’s License
- International students may also submit: National Identity Card

These forms must illustrate the name exactly how it is requested on the Name Change form. A signed social security card issued by the Social Security Administration is required for changes in social security numbers.

**Letter Request**

All student letter requests must be processed by the Registrar’s Office. Students may contact the Admissions and Records Service Center (ARSC) to request letters and will be required to verify their identity per FERPA guidelines.

Directory information requests do not require a FERPA Release form.

A FERPA release is required if a letter is to be faxed, mailed, or encrypted emailed to a third party for non-directory information.

A FERPA release is required if a letter containing non-directory information is to be faxed, mailed, or encrypted emailed to the student, and the student does not have the fax number, mailing address, or email address listed on the official student record.

A FERPA release is also not required for letters sent to the Letter Center on the student's website because this requires an individual user ID and password.

The Registrar’s Office is unable to provide letters of recommendation or assist with scholarship letters or scholarship nominations. Students may ask their faculty members to provide a recommendation for them but it is up to the faculty member to agree as they are not required to perform such tasks as part of their contractual agreement with the University.

In lieu of providing a letter of recommendation, the Registrar’s Office can provide a University of Phoenix approved letter or a customized letter based on information in the student’s record that can be validated by a member of the Registrar’s Office. Students may call the National Student Clearinghouse at (703)742-4200 to verify information related to their enrollment. If the National Student Clearinghouse has sent information to lenders within the last 30 days, an enrollment verification letter is not required by the lender.

**Forms**

The Registrar’s Office is the University’s designated department to review and route forms requiring a school official’s signature. If the Registrar’s Office cannot complete a form, the form will be routed to the appropriate department for completion.

University of Phoenix may not be able to complete certain forms or accommodate certain form requests.

Directory information requests do not require a FERPA Release form.

A FERPA release is required if the form is to be faxed, mailed, or encrypted emailed to a third party for non-directory information. A FERPA release is required if the form containing non-directory information is to be faxed, mailed, or encrypted emailed to the student, and the student does not have the fax number, mailing address, or email address listed on the official student record.

A FERPA release is not required for students who call the Admissions and Records Service Center directly, successfully complete
Course Audit Policy

The Servicemember Readmission policy will also apply to Students who have selected to audit a course may not change their activity type.
ARAs will not generate in Audited (AU) courses regardless of statements for the course will receive a grade of “AU” on their permanent record submission unless otherwise negotiated with the faculty member. Auditing students who have met the minimum attendance requirements for the course will receive a grade of “AU” on their permanent record which will not carry any academic credit. ARAs will not generate in Audited (AU) courses regardless of activity type. Auditing students who have met the minimum attendance requirements for the course will receive a grade of “AU” on their permanent record which will not carry any academic credit.

The Higher Education Opportunity Act (HEOA) provides that an institution may not deny admission or readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service. 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 National Guard or Reserve duty for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

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

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advanced verbal or written notice to Student Services as far in advance as reasonable under the circumstances of the student’s upcoming service obligation. No advance notice by the student is required if the giving of such notice is precluded by military necessity (e.g., a mission, operation exercise, or requirement that is classified, or a pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge). In addition, any student (or appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate University representative will meet the notice requirements by submitting, at the time the student seeks readmission, documentation (e.g., deployment paperwork or a letter from the student’s commanding officer) to confirm that military duty was the reason for the student’s absence.

- The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services cannot exceed five years.

- The student must give oral or written notice of intent to return to the University within three years after the completion of the period of service.

- A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the University within two years after the end of the period needed for recovery from the illness or injury.

If the student does not submit a notification of intent to re-enter within the time limits or documentation sufficient to establish the student’s eligibility for readmission, the student is subject to the University established Leave of Absence policy and general practice.

A student’s eligibility for readmission under this policy 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,
- A dismissal of such person permitted under section 1161(a) of Title 10, USC,
- A dropping of such person from the roles pursuant to section 1161(b) of Title 10, USC.

Provided students meet the readmission criteria, the University must promptly readmit students to their program by assisting them in enrolling in the next available class or classes in their program unless they request a later date of readmission or unusual circumstances require the University to admit them at a later date. Unusual circumstances may include the length of any necessary retraining or intervening changes in the circumstances of the University.

When providing readmission to a servicemember, the University must readmit the servicemember with the same academic status as when the student was last admitted. This includes those students who were admitted but did not attend because of service in the uniformed services. The student will be enrolled with the same academic status as long as the University admits the student under the following conditions:

- The student is admitted to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar, unless the student requests or agrees to enroll into a different program.
• The student is admitted with the same enrollment status that the student last held, unless the student requests or agrees to admission with different enrollment status.
• The student is admitted with the same number of credit hours completed previously, unless the student is readmitted to a different program or program version to which the completed credit hours are not transferable.
• The student is admitted with the same academic standing in terms of satisfactory academic progress (SAP) the student previously had.
• If the student is readmitted to the same program, for the first academic year in which the student returns, the student will be assessed:
  • The tuition and fee charges that the student was or would have been assessed for the academic year during which the student left the institution; or
  • Up to the amount of tuition and fee charges that other students in the program are assessed for that academic year, if veterans’ education benefits, or other servicemember education benefits, will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution; or
• If a student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the student 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 the student left off, or will not be able to complete the program, the University will make reasonable efforts to help the student become prepared 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.

If after reasonable efforts, the student is still not prepared to resume the program at the point the student left off, or the University determines that there are no reasonable efforts that can be taken to prepare the student to resume the program at the point the student left off, or to enable the student to complete the program, the University is not required to readmit the student.

Military Deployment

The University of Phoenix supports the educational needs of servicemember students who are temporarily unable to attend class due to military service obligations.

When students learn they will be temporarily unable to attend class due to military service obligations, students must notify their academic representative and their faculty member either orally or in writing. In order for the University to provide accommodation(s), students must provide documents sufficient to show the student has a military service obligation.

No advance notice by the student is required if giving of such notice is prohibited by military requirements (e.g. a mission, operation, exercise, or requirement that is classified, or a pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge). In addition, any student (or appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate University representative, will meet the notice requirements by submitting, at the time the student seeks re-admission, signed documentation (e.g. deployment paperwork or a letter from the student’s commanding officer) to confirm that military duty was the reason for the student’s absence.

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.

If the student is enrolled in a course at the time of their military service obligation and would like an opportunity to complete the course in which they are currently enrolled, there are four accommodations which may be used to support the student:
• Excused absences may be granted in accordance with the Excused Absence policy. The University will use discretion and take such action only if the excused absences would benefit the student.
• Allow the student additional time to complete assignments missed due to military service obligation.
• Any points which would normally be deducted for lost participation should be removed from the calculation of the student’s final grade for the affected period.
• An Incomplete (I) grade will be issued instead of a Withdrawal (W) grade. The I grade may be issued with an initial extension of six weeks beyond the traditional five-week extension (for a total of 11 weeks). No grading penalties will be applied to students who receive an I grade for military service obligations.

If the student will be unable to complete the course due to military service obligation, the student may drop from the course and receive a full refund of tuition and fees for the course and a “W” grade will be issued.

Students who will be temporarily unable to attend class due to military service obligations are advised to contact Student Financial Services regarding the status of their account and/or financial aid.
• If documentation is provided at the time of the military service obligation, Student Financial Services will review the student’s account and if it is determined to be applicable, will place the student in Military Forbearance status and/or on a Leave of Absence. Military Forbearance status ensures students do not continue to incur tuition charges and that current tuition charges are placed on hold for payment until the student returns from deployment.

In the event the student wishes to re-enter their program following their military service obligation, the University’s Servicemember Readmission policy may apply.

Transient 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.

Preferred Transfer Institution Policy Exceptions

Applicants to University of Phoenix (UOPX) who are transferring from closed (or closing) institutions will be allowed exceptions to specific UOPX admission and academic policies if UOPX is designated as a preferred transfer institution. Policy exceptions will be established, where reasonable, to ensure a timely and efficient admission process and to minimize any loss of credits in transfer.

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 an approved institutional accrediting body, or a foreign institution recognized/authorized by the country’s Ministry of Education, will be reviewed for transfer into the University. 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 (ACE) credit recommendations (e.g. Military)

3. National College Credit Recommendation Service (NCCRS) credit recommendations

4. 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. DSST Exams (previously DANTES and USAFI)

5. Prior learning that has been assessed for credit-worthiness by the Prior Learning Assessment department within the Office of Admissions and Evaluation, one of the University’s colleges or the 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 (UOPX). All transcripts that state “issued to the student” are not considered official and will not be used for evaluation

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 admission status of RI (Applicant 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 (OAE) or their approved designee are official. Any preliminary reviews by campus personnel or OAR 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 students’ 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. Credit is transferred by course level (i.e., lower division, upper division, graduate, doctoral) as awarded by the issuing institution.

5. Physical Education activity credits are limited to four credits.

6. Application of transferable credit, and limitations on transfer-ability of credit, are determined by program requirements and by state or jurisdiction.

Specific regulatory requirements regarding credit application limits are listed in the table below and apply to residents and non-residents attending a UOPX ground campus located in a restricted state, regardless of modality of study (unless otherwise stated in the table below). Use this table for the given states only.

Credit Application Limits Effective 4/1/2020:

<table>
<thead>
<tr>
<th>State</th>
<th>Total Credit Awards</th>
<th>Areas Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Residents (Local Campuses and Online)</td>
<td>Undergraduate students cannot exceed 75% of their degree being earned using a combination of these award types.</td>
<td>• Transfer credits</td>
</tr>
<tr>
<td></td>
<td>Graduate students cannot exceed 66% of their degree being earned using a combination of these award types.</td>
<td>• National Testing Programs - Including A.C.E. evaluated military or workforce training activities (e.g. StraighterLine, Sophia Learning, Study.com)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Portfolio Assessments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Experiential Journals</td>
</tr>
</tbody>
</table>

Coursework earned in the following ways will not be accepted in direct transfer towards University program 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 or successfully completed at UOPX, only the credit awarded to the initial 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 (UOPX) into an undergraduate bachelor's degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BS/BIO, BA/ENG, BS/EVS, BS/HST, BSCYB, and BSIT [all concentrations]) with a previously completed Associate of Arts degree from an institution with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACCSC, or WSCUC accreditation, will be considered as satisfying the lower division elective and general education requirements making the student required course of study ready at UOPX. Students using this policy will still need to meet all prerequisite or specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program. For students using this policy, credits applied towards the UOPX degree program may not exceed the amount of credits earned for the previously completed Associate of Arts degree.

**California block transfer policy:** Students transferring to UOPX into an undergraduate bachelor’s degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BS/BIO, BA/ENG, BS/EVS, BS/HST, BSCYB, and BSIT [all concentrations]) or students residing in Arkansas, Nevada, Oregon, or Puerto Rico with a previously completed CSU (California State University) or IGETC (Intersegmental General Education Transfer Curriculum) certification from a California college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACCSC, or WSCUC accreditation will be considered as satisfying the general education liberal arts component for their degree program. Students using this policy will still need to meet all prerequisite or specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program.

Students may appeal transfer activity evaluation decisions to the Student Appeals Center (SAC) within 90 days from notification of the decision by the University. A signed Enrollment Agreement must be on file prior to the official evaluation being completed.

**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.

**Reverse Transfer Agreements**

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

With a reverse transfer agreement in place, University of Phoenix will notify the transfer agreement institution through the National Student Clearinghouse 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.

**Approved Institutional Accrediting Bodies for Transfer Activities and Admission Requirements**

The University requires that transfer coursework, or previously completed degrees for admission or for waiving specified program requirements, be completed at institutions with accreditation that meets the standards appropriate to the specific University program requirement to be satisfied.

Transfer coursework or previously completed degrees must come from institutions accredited by one of the following institutional accrediting bodies. In some cases, the nature of the University program requirement to be satisfied requires that coursework or previously completed degrees come from an institution accredited by an institutional accrediting body from a more restrictive list. In such cases, the approved accrediting bodies will be specified in the program’s policy.

- ACCJC - Accrediting Commission for Community and Junior Colleges
- HLC - Higher Learning Commission
- MSCHE - Middle States Commission on Higher Education
- NEASC-CTCI - New England Association of Schools and Colleges / Commission on Technical and Career Institutions
- NECHE - New England Commission of Higher Education
- NWCCU - Northwest Commission on Colleges and Universities
- SACSCOC - Southern Association of Colleges and Schools Commission on Colleges
- WSCUC - Western Senior College and University Commission
- AARTS - Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission
- ABHE - Association of Biblical Higher Education
- ABHES - Accrediting Bureau of Health Education Schools
- ACCSC - Accrediting Commission of Career Schools and Colleges
- ACCET - Accrediting Council for Continuing Education and Training
- ACICS - Accrediting Council for Independent Colleges and Schools
- ATS - Association of Theological Schools in the United States and Canada / Commission on Accrediting
- COE - Council on Occupational Education
- DEAC - Distance Education Accrediting Commission
- NACCAS - National Accrediting Commission of Career Arts & Sciences
- TRACS - Transnational Association of Christian Colleges & Schools / Accreditation Commission

**Course Waivers**

The University defines a course waiver as the substitution of a required course at the University with a course at the same level or...
The program policies for the student's program should be

- The University may apply course waivers based on evaluation of coursework completed as indicated on the student's official transcript(s).
- Students may request a course waiver through the Office of Admissions & Evaluation. An official catalog course description must accompany every course waiver request. An 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.
- Once evaluated and applied, course waivers may not be unapplied.
- Nationally recognized and/or industry accepted certifications or training programs 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 program policies for the student's program should be reviewed for program-specific course waiver policies.

**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 Agreements**

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

**Do Not Call Policies**

- Consumers who are listed on the National or a State Do Not Call List may not be called for sales or solicitation purposes unless:
  - (i) the consumer has provided Prior Express Written Consent to the University, or
  - (ii) the call is a Manual Call, and an Established Business Relationship (EBR) exemption exists with the consumer.
- University of Phoenix may not send solicitous prerecorded voice messages to any consumer's wireline or wireless number without Prior Express Written Consent from a consumer and prior approval from Ethics and Compliance.
- Upon request, the University will provide consumers a copy of the DNC policy by emailing Office.ComplianceUOPX@phoenix.edu.

**Institutional Review Board**

- The University of Phoenix (UOPX) Institutional Review Board (IRB) will review all studies, pilot studies, institutional reliance or affiliation agreements, policies and legal/regulatory requirements that involve human subjects research before any study or sponsored or non-sponsored research begins. Research 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 to the human research subjects (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.
- UOPX holds a Federal Wide Assurance filed with the US Department of Health and Human Services (FWA: 00004202) and maintains an IRB to assure that all UOPX research involving human subjects complies with federal human research regulations (45 CFR 46).
- 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, the federal human research regulations (45 CFR 46), and guidance from the federal Office of Human Research Protections (OHRP).
- UOPX has charged the IRB with ensuring that all legal/regulatory and ethical codes are upheld for studies conducted by UOPX researchers at all institutional and non-institutional sites of this institution both domestic and foreign.
- All students, staff, faculty, and external researchers who are conducting human subject research under the auspices of UOPX are required to complete an IRB application and have this application reviewed 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. CITI certifications must be renewed every two years while conducting research reviewed by the UOPX IRB.

**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 to be of more than minimal risk to participants. In these cases, researchers are to file a Continuing Review of Research if the study has not been completed within the approval period set forth at initial review, which typically is one year from the initial decision. The IRB can decide that a shorter approval period is appropriate. Studies that are determined to be minimal risk or less than minimal risk are not given an expiration date after the initial exempt determination or approval. For those studies that require continuing review, 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 UOPX or the IRB Office with a complaint about a study. Researchers are to contact the UOPX IRB Office with a complaint about a study. 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, student, and staff research efforts, the University provides an Office of Scholarship Support (OSS) and a series of Research Centers for researchers.
- 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.
- Researchers are students, faculty, staff, or external constituents of UOPX who plan to systematically sample, collect, and analyze data for public dissemination.
- All researchers associated with or conducting research at UOPX must gain appropriate approvals prior to conducting research.

All research conducted by any student, faculty, or staff of UOPX is subject to Institutional Review Board (IRB) approval. The IRB is a federally required review of all research requests to protect human subjects from unethical research practices, the development and use of COR is entirely internal to UOPX. All researchers using UOPX as a subject for research require COR approval prior to UOPX IRB approval. IRB will not approve any UOPX focused studies without COR approval.

- 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 UOPX. If a person or group has received permission from COR to pursue research activities at UOPX 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 IRB. Further approval from another, non-UOPX IRB prior to COR submission shall not be misconstrued as approval by COR.
- 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, Employee Handbook and/or Faculty Code of Conduct.

Required Procedures: Conducting Research on UOPX Students, Faculty, Staff or Data

- Research studies where UOPX is selected or identifiable as a subject or sample must submit a formal request to the Committee on Research (COR) for exempt or approval prior to conducting research. COR is a UOPX-wide committee run by the OSS.
- The COR can be found at: https://research.phoenix.edu/content/committee-research Office of Scholarship Support

COVID-19 Related Interim Policy Exceptions

As a result of measures taken by businesses, government agencies, and educational and healthcare institutions across the world to prevent the spread of the COVID-19 virus, University of Phoenix is allowing the following policy exceptions for students for the duration of time in which such measures continue to be in place, effective as of the week of 3/16/2020.

- Course Attendance for Local Campus and In Person Residency: During the local campus to online transition resulting from the University’s response to the COVID-19 pandemic, positive attendance will be recorded for all local campus students who access the online Blackboard Collaborate session during the scheduled class time, as confirmed by session access recorded in Blackboard. Attendance will be recorded in the same manner while physical doctoral residencies are moved online.
• Admission Requirements for Applicants to the California Master of Arts in Education, Elementary & Secondary Teacher Education Programs (MAED/TED-E & S 08CA): For the duration of time in which fingerprinting station closures and stay-in-place/social distancing measures are in effect due to COVID-19, candidates will be admissible without their fingerprinting clearance and TB exam results. These requirements will be temporarily moved to the Level 2 Candidate Status deadline. Level 2 Candidate Status must be completed prior to student teaching (clinical practice). Candidates completing experiences in a physical or virtual classroom with access to K-12 students will be required to provide verification of fingerprint clearance prior to beginning their experiences.

• Admission Requirements for Applicants to the Arizona Alternative Pathway Certificate Programs (CERT/AP-E AZ, CERT/AP-S AZ, CERT/AP-SE AZ): Except for candidates in Georgia, for the duration of time in which fingerprinting station closures and stay-in-place/social distancing measures are in effect due to COVID-19, candidates will be admissible without their fingerprinting clearance and TB exam results. These requirements will be temporarily moved to be Academic Progression requirements. However, Georgia candidates must still meet their pre-service requirements as documented in the specific program policies.

• Level 2 Candidacy Status Deadline Extension for BSED/E, BS/ED/ECH, MAED/TED-E AZ & CA, MAED/TED-S AZ & CA, and MAED/SPE Programs: Except for candidates in Georgia, for the duration of time in which testing center and fingerprinting station closures are in effect due to COVID-19 response measures, students will not be required to meet Level 2 Candidate Status requirements until prior to student teaching (clinical practice). Candidates completing experiences in a physical or virtual classroom with access to K-12 students will be required to provide verification of fingerprint clearance prior to beginning their experiences. However, Georgia candidates must still meet their pre-service requirements as documented in the specific program policies.

• Level 2 Candidacy Status Deadline Extension for the BSSW Program: For the duration of time in which testing center and fingerprinting station closures are in effect due to COVID-19 response measures, students will not be required to meet Level 2 Candidate Status requirements until prior to student teaching (clinical practice). Candidates completing experiences in a physical or virtual classroom with access to K-12 students will be required to provide verification of fingerprint clearance prior to beginning their experiences.

• College of Education Clinical Experience, Clinical Practice, Administrative Internships, Licensure Tests/Assessments: Due to COVID-19, potential exceptions related to the number of hours/weeks of clinical experiences/clinical practice/administrative internships may be altered as permissible by State Departments of Education. Furthermore, given testing station closures and/or school’s adoption of modified learning models (ie: synchronous/asynchronous distance/virtual instruction), exceptions may be made to testing and clinical requirements as permissible by State Departments of Education.

• Leave of Absence (LOA) Requests: LOA requests related to the COVID-19 pandemic will be treated as an unforeseen circumstance.

• BSHS Field Experience Requirements Exception: The field experience hours and related requirements for BSHS students may be altered or removed where circumstances related to COVID-19 prevention measures interfere with students’ ability to meet those requirements.

• College of Nursing MSN/FNP Immersive Residency Exception: For the duration of time in which restrictions are in place due to COVID-19, the 5-day immersive experience (residency) during NRP/571 will be offered as a 3-day in person residency if the student chooses to complete the designated portion of the experience virtually.

• College of Nursing FNP and MSN/FNP Clinical Hours: For the duration of time in which restrictions are in place due to COVID-19, the clinical hours and related requirements for FNP and MSN/FNP students have been reduced to a minimum of 500 primary care hours.

• Excused Absence without Documentation: For the duration of time in which the aforementioned COVID-19 prevention and control measures are in place, the University will permit students in a degree or certificate program to receive an excused absence for any COVID-19 related reason without providing any supporting documentation, one time per program. This allowance is in addition to the existing exception to the University’s Course Attendance policy allowing for one excused absence without supporting documentation per program.

• Modality Change Exception: For the duration of time in which the aforementioned COVID-19 prevention and control measures are in place, the University will permit local campus students to take up to seven consecutive courses via the online modality before they are required to sign a new Enrollment Agreement to be considered a permanent transfer to the online modality.

• BSSW Field Experience Hours: Due to COVID-19, potential exceptions, as permitted by state regulations and the Council on Social Work Education (CSWE), may be made related to the number of hours/weeks of field experience/internship required. Furthermore, exceptions may be made to “in-person contact” requirements where health and safety concerns exist, to include remote field activities that remain aligned with CSWE competencies and their concomitant behaviors.
CONSUMER INFORMATION

All institutions participating in federal financial aid programs must provide required consumer information to enrolled and prospective students as well as current and prospective employees. 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 a University of Phoenix location during regular business hours. A list of campus locations is available at https://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 Work Study

Institutional Accreditation

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
https://www.hlcommission.org/

For more information about University of Phoenix accreditations and licensures, please visit https://www.phoenix.edu/about_us/accreditation.html

State and International Licensures
University of Phoenix is a private institution approved to operate in the following U.S. states and district, either through licensure, registration, general or specific approvals, consent, or exemption.
• Arizona State Board for Private Postsecondary Education
• California Bureau for Private Postsecondary Education
• Florida Commission for Independent Education
• Georgia Nonpublic Postsecondary Education Commission
• Hawaii Post-secondary Education Authorization Program
• Illinois Board of Higher Education
• Nevada Department of Employment, Training and Rehabilitation: Employment Security Division, Commission on Postsecondary Education
• New Jersey Office of the Secretary of Higher Education
• Board of Governors for the University of North Carolina
• Texas Higher Education Coordinating Board
• Utah Department of Commerce, Division of Consumer Protection
• State Council of Higher Education for Virginia

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

Programmatic Accreditation

Business Accreditation
The Accreditation Council for Business Schools and Programs (ACSBP) has accredited the following programs in the College of Business and Information Technology at University of Phoenix:
• Associate of Arts with a concentration in Accounting Fundamentals
• Associate of Arts with a concentration in Business Fundamentals
• Bachelor of Science in Accounting
• Bachelor of Science in Business
• Master of Business Administration
• Master of Management
• Master of Science in Accountancy
• Doctor of Business Administration
• Doctor of Management

For additional information, please visit http://www.acsbp.org

Accreditation Council for Business Schools and Programs
Nursing Accreditation
The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

College of Social and Behavioral Sciences and Counseling Programs
The Master of Science in Counseling program in Clinical Mental Health Counseling at the Arizona and Utah Campuses are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP®). For additional information, please visit https://www.cacrep.org/

College of Education and Education Programs
The educator preparation programs offered at the Hawaii and Utah Campuses are accredited by the National Council for Accreditation of Teacher Education (NCATE), a specialized accrediting body administered by the Council for the Accreditation of Educator Preparation (CAEP).

The following initial teacher preparation programs* are accredited at the Hawaii Campus:

- Bachelor of Science in Education/Elementary Education
- Master of Arts in Education/Elementary Education
- Master of Arts in Education/Secondary Education
- Master of Arts in Education/Special Education

The following initial teacher preparation programs* are accredited at the Utah Campus:

- Bachelor of Science in Education/Elementary Education
- Master of Arts in Education/Elementary Education
- Master of Arts in Education/Secondary Education
- Master of Arts in Education/Special Education
- Master of Arts in Education/Administration and Supervision
- Master of Science in Counseling/School Counseling

*These programs are not available for new enrollment.

For additional information, visit http://caepnet.org.

Council for Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036

In addition, educator preparation programs have been reviewed and approved by the state education agency in Arizona and California. Individual programs vary by state, and not all programs are available at all locations or in both online and local campus modalities.

Additional Information
A student can view additional information at https://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 University Legal Services at (602) 557-1554.

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

Central Administration
4035 South Riverpoint Parkway
Phoenix, Arizona 85040-0723
800.366.9699

Online
University of Phoenix
4035 South Riverpoint Parkway
Phoenix, Arizona 85040-0723
866.766.0766

Admissions and Records Service Center
4025 S. Riverpoint Pkwy.
Mail Stop: CF-L308
Phoenix, AZ 85040-0723
800.866.3919
480.446.4600
ARSC@phoenix.edu

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

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

To find a local campus, go to https://www.phoenix.edu/campus-locations.html. Faculty profiles can be found at https://www.phoenix.edu/faculty.html

Council for the Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036
Student Borrowing

During the period of time spanning September 1, 2018, through August 31, 2019, 56.5% of students enrolled received federal student loans.

Loan Default Rate

The University’s loan default rate for Fiscal Year 2016 was 12.3 and the national average was 10.1. The University’s loan default rate for Fiscal Year 2015 was 12.3 and the national average was 10.8.

Average Federal Loan Borrowing

Annually, the University calculates the average federal loan borrowing by its students. For students who attended the University during the period July 1, 2019 to June 30, 2020, the average cumulative federal loan borrowing is displayed below. Your borrowing may be different.

<table>
<thead>
<tr>
<th>Subsidized and/or Unsubsidized Loans Only*</th>
<th>Grad PLUS Loans Only**</th>
<th>Subsidized, Unsubsidized, and/or Grad PLUS Loans***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Cumulative Federal Loans****</td>
<td>$25,031</td>
<td>$21,078</td>
</tr>
<tr>
<td>Standard Monthly Payment</td>
<td>$264</td>
<td>$246</td>
</tr>
<tr>
<td>Payment Period</td>
<td>120 months</td>
<td>120 months</td>
</tr>
<tr>
<td>Interest Rate****</td>
<td>4.9%</td>
<td>7.1%</td>
</tr>
</tbody>
</table>

*Includes borrowers who obtained only Subsidized, only Unsubsidized, or only Subsidized and Unsubsidized loans.

**Includes borrowers who obtained only Grad PLUS loans.

***Includes borrowers who obtained Subsidized, Unsubsidized, and/or Grad PLUS loans. Interest rate used represents the weighted average of the Grad PLUS and Subsidized/Unsubsidized rates based on the amounts borrowed.

****Includes all borrowers attending during 7/1/19 - 6/30/20. Loans represent disbursed loans, net of returns to lender, that were disbursed any time during the student’s academic history at the University through 6/30/20.

*****Interest rates represent those in effect for loans disbursed during 7/1/19 - 6/30/20 and where necessary, were weighted based on the percentage of each type of loan if the rates varied. These rates may not be representative of the rates in effect for a student’s individual loans borrowed.

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 first-time, full-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 2013-2014 cohort and the percentages of those students who graduated within 150% by Aug 31, 2019.

The table below shows FTFT undergraduate students and is derived from the Integrated Postsecondary Education Data System (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 2013-2014 cohort year (Sept. 1 - Aug. 31).

<table>
<thead>
<tr>
<th>FTFT Degree- or Certificate-seeking Undergraduate Students in the 2013-2014 Cohort</th>
<th>Enrolled FTFT Undergraduates</th>
<th>Enrolled FTFT Undergraduates Graduated Within 150% Timeframe Allowed</th>
<th>Graduation Percent Enrolled FTFT Undergraduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>18,767</td>
<td>2,921</td>
<td>16%</td>
</tr>
<tr>
<td>Male</td>
<td>6,758</td>
<td>875</td>
<td>13%</td>
</tr>
<tr>
<td>Female</td>
<td>12,009</td>
<td>2,046</td>
<td>17%</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>6</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>1,785</td>
<td>340</td>
<td>19%</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>148</td>
<td>21</td>
<td>14%</td>
</tr>
<tr>
<td>Asian</td>
<td>150</td>
<td>40</td>
<td>27%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>3,850</td>
<td>440</td>
<td>11%</td>
</tr>
</tbody>
</table>
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- and/or certificate-seeking students from the previous fall who were still enrolled as of August 1st of the following year.

<table>
<thead>
<tr>
<th>Enrolled FTFT Undergraduates</th>
<th>Graduated Within 150% Timeframe Allowed</th>
<th>Graduation Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>18,767</td>
<td>2,921</td>
</tr>
</tbody>
</table>

Native Hawaiian or Other Pacific Islander | 129 | 25 | 19%
White | 7,486 | 1,519 | 20%
Two or more races | 591 | 101 | 17%
Race or Ethnicity Unknown | 4,622 | 435 | 9%
Pell Grant Recipients | 12,835 | 1,944 | 15%
Subsidized Stafford Loan Recipients who did not receive a Pell Grant | 430 | 121 | 28%
Students who received neither Pell Grants nor Subsidized Stafford Loans | 5,502 | 856 | 16%

*Excludes 30 students who became deceased after entering the cohort, but before they graduated.

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 Integrated Postsecondary Education Data System (IPEDS). Data reported are for enrolled full-time students.

Table 1 represents all enrolled students from July 1, 2018, through June 30, 2019. Of the total enrolled students, those who received Pell Grant funds during the July 1, 2018, through June 30, 2019, time frame are shown in Table 2.

Table 1: All Enrolled Students by Gender and Race/Ethnicity

<table>
<thead>
<tr>
<th>Total Enrolled</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>53,770</td>
</tr>
<tr>
<td>Female</td>
<td>107,790</td>
</tr>
</tbody>
</table>

Nonresident Alien | 1,133 | 0.7%
Hispanic/Latino | 18,448 | 11.4%
American Indian or Alaskan Native | 1,007 | 0.6%
Asian | 2,838 | 1.8%
Black/African American | 34,055 | 21.1%
Native Hawaiian or Other Pacific Islander | 1,111 | 0.7%
White | 45,339 | 28.1%
Two or more races | 4,088 | 2.5%
Note: Information reported on student diversity for all enrolled students is from the IPEDS 12 Month Enrollment Survey (July 1, 2018, to June 30, 2019). Pell recipients were those students from the 12 Month Enrollment Survey who were disbursed Pell funds during the July 1, 2018, to June 30, 2019 time frame.

### 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 23% of students who completed a bachelor's degree from University of Phoenix between July 1, 2018, and June 30, 2019, went on to enroll in a graduate or professional program. The most common programs students enrolled in are as follows:

- Business Administration and Management
- Healthcare Administration/Management
- Psychology
- Mental Health Counseling

### Working Alumni

Based on responses from the Alumni Association’s 2012 survey, the following represents the types of industry in which our alumni work:

#### University of Phoenix Alumni Employment by Industry*

- Health Services: 17%
- Education: 16%
- Manufacturing: 5%
- Retail Trade (Non-Restaurant): 5%
- Technology: 5%
- State and Local Government: 5%
- Business Services: 2%
- Social Services: 2%
- Insurance: 2%
- Transportation: 2%
- Finance/Financial Services: 2%
- Banking: 2%
- Military: 2%

*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 31,507 respondents:

#### University of Phoenix Alumni Occupation*

- Engineer/Architect (including technology): 2%
- Finance/Accountant: 5%
- Teacher/Educator/Education Administrator: 10%
- Sales/Marketing Representative: 4%
- Registered Nurse/Other Nursing Professional: 6%
- Executive/Manager/Administrator: 9%
- Operations/Production: 6%
Title II of Higher Education Act-Academic Year 2016-2017

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.

To view these reports by state, please visit https://title2.ed.gov/Public/Home.aspx

Title II HEA Pass-Rate Information

Program completers achieved the following scores for academic year 2016–2017:

Arizona
Professional knowledge — Elementary: 100%
Professional knowledge — Secondary: 100%
Professional knowledge — Early Childhood: Fewer than 10 candidates, score not provided
Aggregate professional knowledge: 100%
Aggregate content areas: 95.5%
Special populations: 98%

California
California basic educational skills test (CBEST): 100%
Reading instruction competence assessment (RICA) — Elementary only: 70%
Aggregate content areas: 99%

Colorado
Aggregate academic content areas: 100%

Hawaii
Aggregate basic skills: Fewer than 10 candidates, score not provided
Aggregate professional knowledge: Fewer than 10 candidates, score not provided
Aggregate academic content areas: Fewer than 10 candidates, score not provided

Indiana
Aggregate basic skills: Fewer than 10 candidates, score not provided
Aggregate academic content areas: Fewer than 10 candidates, score not provided

Missouri
Aggregate professional knowledge: Fewer than 10 candidates, score not provided

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

Texas
Aggregate professional knowledge: Fewer than 10 candidates, score not provided

Utah
Aggregate academic content areas: Fewer than 10 candidates, score not provided
Aggregate teaching special populations: Fewer than 10 candidates, score not provided

Other: 22%

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

Technician/Technologist  4%
Other Health Professional  4%
Protective Services (Police, Fire, Security)  3%
Admin Support, Records/Data Processor  8%
Consultant  2%
Human Resources  2%
Psychologist, Counselor, Social Worker  2%
Business Owner  3%
Other  22%
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 https://fafsa.gov. This is the first step in 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 https://www.phoenix.edu/degrees/academic-catalog.html

In addition to the FAFSA, the following may be required to be completed during the federal financial aid process:

- Annual Student Loan Acknowledgment
- Federal Direct Loan Master Promissory Note (MPN)
- Entrance counseling

A student should reapply for financial aid prior to the start of each new academic year.

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 at the University 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 Student Financial Services at 866.766.0766 for additional information on the financial aid programs available at each campus. A list of campuses is available at https://www.phoenix.edu/campus-locations.html

General Eligibility Requirements

General eligibility requirements that must be met prior to a student receiving federal financial aid for most federal, state, and institutional funding are as follows:

- Must file a FAFSA for the current award year,
- Must be admitted as a degree-seeking student to a qualified undergraduate, post-baccalaureate, graduate, or eligible certificate program,
- Must be a U.S. citizen or eligible non-citizen,
- Must 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)
- Must be registered with the Selective Service Administration, if required by law
- Must be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program*
- Must maintain satisfactory academic progress in college or career school
- Must not be in default on any prior federal student loan
- Must be meeting the University's Financial Aid Satisfactory Academic Progress standards,
• Must submit all requested documents and those documents must not be found to limit the student’s eligibility,
• Must not owe an overpayment on any federal financial aid grant or federal Direct Loan program funds,
• Must have a high school diploma or GED certificate, or pass a test approved by the U.S. Department of Education, or have completed a high school education in a home school setting approved under state law,
• Must be enrolled at least half-time to be eligible for federal Direct Loan program funds

For additional eligibility requirements, visit:
https://studentaid.gov/understand-aid/eligibility/requirements

* 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.

Victims of Natural Disaster

If an affected individual (student and/or parent, if applicable) impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)) notifies the University that he/she has been impacted, any federal or state aid, whether in the form of grants or low-interest loans, received by the affected individual for the purpose of providing financial relief is not counted as income for calculating the family’s EFC. Students should contact their Finance Advisor for further information.

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: https://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility

For more detailed information on eligibility and how to apply for the Federal Pell Grant, visit https://studentaid.gov/understand-aid/types/grants/pell

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is for undergraduate students pursuing their first bachelor’s degree and demonstrating exceptional financial need. Federal 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 https://studentaid.gov/understand-aid/types/grants/fseog

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 if:

• The student is pursuing a first bachelor’s degree;
• The student is not eligible for a Federal Pell Grant on the basis of the student’s Expected Family Contribution (EFC) but meets the remaining Federal Pell Grant Eligibility requirements; and
• At the time of the parent/guardian’s death, the student was less than 24 years old or enrolled at least part time at an institution of higher education

The maximum award of the IASG is equal to the maximum Federal Pell Grant that is available for the award year, but cannot exceed the student’s cost of attendance when coordinated with the student’s other financial aid awards. As required by the Budget Control Act of 2011 (the sequestration law), award amounts for any IASG that is first disbursed on or after October 1, 2019, and before October 1, 2020 must be reduced by 5.9 percent. This amount changes every year based on the Budget Control Act.

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

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

State Grant/Aid 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 Student Financial Services at 866.766.0766 for additional information on state grant and/or scholarship programs. A list of campuses is available at https://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.
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

OHIO
Ohio Higher Ed
http://www.ohiohighered.org/
Ohio College Opportunity Grant Program
Tamika Braswell
614.728.8862
https://www.ohiohighered.org/ocog
Ohio War Orphans Scholarship
Amber Brady
614.752.9528
https://www.ohiohighered.org/ohio-war-orphans

VERMONT
Vermont Student Assistance Corp (VSAC)
888.307.8722 | Burlington area 654.3765
https://www.vsac.org
Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)
https://www.vsac.org/about/our-outreach-programs/gear-up
Vermont Incentive Grant Program
https://www.vsac.org/pay/student-aid-options/grants

Scholarships
The University of Phoenix website has a comprehensive scholarship section at https://www.phoenix.edu/tuition_and_financial_options/scholarships.html to aid students in their scholarship efforts. This website features scholarships offered by University of Phoenix, links to various external scholarships through iGrad, scholarship resources, tips, answers to frequently asked questions (FAQ) and more.

Federal Scholarships
Children of Fallen Heroes Scholarship
A Federal Pell Grant-Eligible student whose parent or guardian died in the line of duty while serving as a public safety officer is eligible, under the Children of Fallen Heroes Scholarship, to receive a maximum Federal Pell Grant award.
To qualify for this scholarship, a student must:
• Be otherwise eligible for the Federal Pell Grant;
• Have a Federal Pell Grant eligible EFC
• Be less than 24 years of age OR enrolled at an institution of higher education at the time of the parent or guardian’s death

Definition of a public safety officer:
• an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, as a firefighter, or as a chaplain;
• an employee of the Federal Emergency Management Agency who is performing official duties of the agency in an area, if those official duties-
- are related to a major disaster or emergency that has been, or is later, declared to exist with respect to the area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); and
- are determined by the director of the Federal Emergency Management Agency to be hazardous duties;
• an employee of a state, local, or tribal emergency management or civil defense agency who is performing official duties in cooperation with the Federal Emergency Management Agency in an area, if those official duties-
- are related to a major disaster or emergency that has been, or is later, declared to exist with respect to the area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); and
- are determined by the head of the agency to be hazardous duties; or
• a member of a rescue squad or ambulance crew who, as authorized or licensed by law and by the applicable agency or entity, is engaging in rescue activity or in the provision of emergency medical services.
• A fire police officer, defined as an individual who is serving in accordance with State or local law as an officially recognized or designated member of a legally organized public safety agency and provides scene security or directs traffic in response to any fire drill, fire call, or other fire, rescue, or police emergency, or at a planned special event.

Students who believe they qualify for this scholarship must notify the University’s Student Financial Services at StudentFinancialServices@phoenix.edu or 888-346-8679 and provide any required documentation requested. The University will determine, based on the documentation submitted, whether or not the student meets the eligibility criteria

Institutional Scholarships
University of Phoenix offers a number of institutional scholarships to current or potential students. The University website, https://www.phoenix.edu/tuition_and_financial_options/scholarships/institutional-scholarships.html is updated regularly for institutional scholarships, qualifications and selection criteria as opportunities become available.
External Scholarships
External scholarships are available to the general public, which may include University of Phoenix students. Private outside entities develop and fund external scholarships. A student’s eligibility for an external scholarship depends on qualifying requirements that vary from scholarship to scholarship as determined by the provider. We’ve worked with iGrad to provide a search tool with a list of many available national and local scholarships. Current students can access iGrad directly through the student portal. Prospective students can create an iGrad account to learn more.

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://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#eligibility-time-limit

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://studentaid.gov/app/launchMpn.action

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, https://studentaid.gov/app/launchPLUS.action?plusType=gra

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. If a parent is unable to secure a Direct PLUS Loan, the dependent student may be eligible for additional unsubsidized loans.

Terms and Conditions - Students whose parent(s) receive a PLUS Loan are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at https://studentaid.gov/app/launchMpn.action

Borrower’s Rights and Responsibilities - Parents receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower’s Rights and Responsibilities Statement, https://studentaid.gov/app/mpnPlusHTMLPreview.action, attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for Direct Parent PLUS Loans, visit https://studentaid.gov/understand-aid/types/loans/plus

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 are 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://studentaid.gov/app/launchMpn.action

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, https://studentaid.gov/app/mpnPlusHTMLPreview.action attached to the Master Promissory Note (MPN) for Direct PLUS Loans. For more detailed information on eligibility and how to apply for the Direct PLUS Loan for Graduate and Professional students, visit https://studentaid.gov/app/launchPLUS.action?plusType=gra

For information regarding Federal Student Loan Interest Rates, including Direct PLUS Loans, please visit https://studentaid.gov/understand-aid/types/loans/interest-rates

* 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
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 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 - No more than $3,500 of this amount can be a subsidized loan</td>
<td>$9,500 - No more than $3,500 of this amount can be a subsidized loan</td>
<td>$20,500 Unsubsidized Loan only.*</td>
</tr>
<tr>
<td>2 Sophomore</td>
<td>$6,500 - No more than $4,500 of this amount can be a subsidized loan</td>
<td>$10,500 - No more than $4,500 of this amount can be a subsidized loan</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4 Junior and Senior</td>
<td>$7,500 - No more than $5,500 of this amount can be a subsidized loan</td>
<td>$12,500 - No more than $5,500 of this amount can be a subsidized loan</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 undergraduate degree or certificate programs that are greater than an academic year): 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 https://studentaid.gov/ed_gov/types/loans/interest-rates

Interest Rate Cap for Military Members
During military service, students who qualify under the Servicemembers Civil Relief Act may be eligible for a 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 https://nslds.ed.gov/nslds/nslds_SA/

Private Student Loans
Private loans may be available for both students and parents who are not eligible for need-based federal financial aid or who want to supplement their federal and/or 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. Students may choose to use any eligible lender that offers private loans, nor will it endorse a particular lender. For debt management purposes, the University encourages applicants to first complete the federal financial aid application to determine eligibility for grants and federal direct loans and to borrow wisely, utilizing funding solely for direct educational expenses related to attendance at the University. 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 applicable sections of the form. If a student requests a self-certification form, the University will provide the written or electronic form developed by the Secretary. The lender determines eligibility and amounts are limited to the cost of attendance minus other aid, including discounts and any other resources received. For more information on the difference between federal and private loans, please visit http://www.consumerfinance.gov/paying-for-college/choose-a-student-loan/
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. State grant program eligibility is determined by each state authority. The University is notified of student eligibility by the state authority. Institutional grant and scholarship eligibility determination will vary.

Academic Year Requirements for Financial Aid Recipients

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 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’s programs are a minimum of 24 credits and 40 weeks of instructional time.
- Master’s programs are a minimum of 24 credits and 48 weeks of instructional time.
- Competency Based Education (CBE) Programs are a minimum of 24 credits and 32 weeks of instructional time.

Cost of Attendance

The cost of attendance (COA) is used in calculating a student’s amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. The following chart lists the University’s current COA. To learn more about the University’s COA, refer to the Cost of Attendance Policy in the appendices.

<table>
<thead>
<tr>
<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>
<th>CBE</th>
<th>Doctoral Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$8,298</td>
<td>$9,477</td>
<td>$9,480</td>
<td>$9,380</td>
<td>$12,402</td>
<td>$15,672</td>
<td>$7,200</td>
<td>$19,344</td>
</tr>
<tr>
<td>rEsource Fees</td>
<td>$1,188</td>
<td>$1,359</td>
<td>$1,360</td>
<td>$1,360</td>
<td>$1,170</td>
<td>$1,560</td>
<td>-</td>
<td>$1,644</td>
</tr>
<tr>
<td>Living Expense and Loan Fees**</td>
<td>Total $7,515</td>
<td>Total $7,524</td>
<td>Total $8,360</td>
<td>Total $8,370</td>
<td>Total $7,560</td>
<td>Total $10,092</td>
<td>Total $6,728</td>
<td>Total $10,068</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,923</td>
<td>$4,923</td>
<td>$5,470</td>
<td>$5,470</td>
<td>$4,923</td>
<td>$6,564</td>
<td>$4,376</td>
<td>$6,564</td>
</tr>
<tr>
<td>Transportation/Miscellaneous/Personal care expenses</td>
<td>$2,556</td>
<td>$2,556</td>
<td>$2,840</td>
<td>$2,840</td>
<td>$2,556</td>
<td>$3,408</td>
<td>$2,272</td>
<td>$3,408</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$36</td>
<td>$45</td>
<td>$50</td>
<td>$60</td>
<td>$81</td>
<td>$120</td>
<td>$80</td>
<td>$96</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$17,001</td>
<td>$18,360</td>
<td>$19,200</td>
<td>$19,110</td>
<td>$21,132</td>
<td>$27,324</td>
<td>$13,928</td>
<td>$31,056</td>
</tr>
</tbody>
</table>

*The tuition component is based on a per credit weighted average for each credential level across the entire University
**The living expense component for students receiving Military Basic Allowance for Housing (BAH) only includes an allowance for board.
Living expenses include allowances for room and board, transportation and miscellaneous educational expenses.
***The figures provided for undergraduate programs are illustrative and based on 21 credits.
****The figures provided for graduate certificate programs are illustrative and based on 18 credits.

For detailed information regarding actual tuition fees for programs and locations, contact a finance advisor or visit the tuition and fees web page https://www.phoenix.edu/tuition_and_financial_options/tuition_and_fees.html. For a list and definitions of all tuition and mandatory fees, including rEsource Fee, at the University, visit: https://www.phoenix.edu/degrees/academic-catalog.html
Other Resources

Students are required to disclose financial assistance (i.e. Other Resources) that will be paid by a third party on their behalf. Based on the type of other resource received, it may be considered estimated financial assistance (EFA). If it is considered EFA, it will be included in determining if the student’s assistance exceeds the cost of attendance. For examples of other resources, please refer to the Packaging Philosophy Policy.

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 other additional 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. Please refer to the Overawards and Overpayments Policy for further information.

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 were 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 Completed for 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>25-48</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.

Verification

A federal financial aid student may be selected for verification by the U.S. Department of Education Central Processing System (CPS). The CPS prints an asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgment 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. For further information on the verification process and actions required, refer to the Verification Policy.

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 and those impacted by a federally declared major disaster, as defined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)).

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.

If a student wishes to request a professional judgment, the student should email Student Financial Services at StudentFinancialServices@phoenix.edu or speak over the phone at 1-888-346-8679.

The following are a few examples of when the University may make a professional judgment:

- elementary or secondary school tuition,
- medical or dental expenses not covered by insurance,
- nursing home expenses not covered by insurance,
- dependent care,
- childcare 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 whose income is included,
- 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

NOTE: The use of professional judgment is neither limited to nor required in the situations mentioned above. And, the University will complete verification before exercising professional judgment for students who have been selected for verification.
Conflicting Information

The University must identify and resolve discrepancies in the information received from different sources with respect to a student's application for federal student aid. Conflicting information must be resolved before or after Federal Student Aid Program funds have been disbursed. Some of these areas include but are not limited to:

- All student applications (e.g., Admissions Application, FAFSA, etc.)
- Need analysis documents received from ED (e.g., Institutional Student Information Records (ISIRs))
- Federal Tax Return Transcripts and copies of federal tax returns
- Information regarding a student's citizenship
- Previous educational experience (e.g., school credentials such as a high school diploma)
- Documentation of the student's Social Security Number (SSN)
- Other factors relating to the student's eligibility for Federal Student Aid Programs (e.g., compliance with the Selective Service registration requirement)

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 https://www.phoenix.edu/degrees/academic-catalog.html

Information regarding satisfactory academic progress for financial aid recipients can be found in the Federal Financial Aid Satisfactory Academic Progress (SAP) Policy.

Satisfactory Academic Progress for VA Education Benefits

To receive Department of Veterans Affairs (VA) 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 AAPP). 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 VA education benefits during the probation period.

The veteran will be informed of the probation, and a notation to the student VA 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 VA educational benefits after disqualification. The VA 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 given favorable consideration for readmission.

The readmission file will be reviewed by the Student Appeals Center and a decision reached regarding readmission. If approved, the student would be required to complete all program requirements in effect at the time of readmission. An application for VA education benefits will also be necessary to re-establish benefits with University of Phoenix. If readmission to the University is approved, please contact your Academic Advisor to determine if your chosen program remains eligible for VA education benefits.

Student Financial Responsibilities, Policies and Options

Student Financial Responsibilities

The University will invoice students for all courses and fees anticipated for a payment period, which represents half of the student's academic year. A payment period typically includes four courses. Students are responsible for ensuring all tuition and mandatory fees are paid, whether in attendance or not. Students can access account balances and student account information under the Account tab on the student website. When a 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 or may owe payment to the University, depending on the student's account balance.

Meeting Financial Plan Obligations

Students are subject to finance approval by Financial Services prior to enrolling in a course. Tuition, mandatory fees, and sales tax, if applicable, for each course must be paid according to the terms of the primary financial option indicated in the student's Financial Plan located on the student website. Students may not be allowed to attend courses if a payment is due or if paperwork is required. All necessary paperwork or payment arrangements should be resolved prior to the course deadline.

A student may be administratively withdrawn from the program for failure to make payment in accordance with the Student Responsibility to Pay Agreement. Students who are administratively withdrawn will not be permitted to attend a future course until the amount owed is paid in full or satisfactory payment arrangements are made. In addition, transcripts will be released only to students who are in good financial standing with the University, unless otherwise required by law. The University reserves the right to refer your delinquent account to a 3rd party collection agency. All costs of collection, court costs and reasonable attorneys' fees may be added to delinquent accounts collected through third parties.
Tuition
Information regarding the University’s tuition rates is published in the University’s Academic Catalog’s Tuition and Fees section.

Mandatory Fees
Information regarding the University’s mandatory fees is published in the University’s Academic Catalog’s Tuition and Fees section.

State Tax
The University will collect sales tax on tuition, mandatory fees, digital goods or access to digit information as required by state law. Contact Student Financial Services for the current list of states requiring sale tax to be collected.

Financial Policies

Multiple-Tuition Discount Policy
The University offers various promotional offers which may have overlapping active periods. Students will receive all promotional offers for which they qualify per each promotions eligibility standards. There are some promotions which may not combine with other offers. If you have a question regarding not receiving promotional benefits for which you believe you qualify please contact Student Financial Services at StudentFinancialServices@phoenix.edu or at 888.346.8679.

Institutional Refund Policy
A tuition refund may be granted in accordance with the institutional refund policy to those who qualify, unless a specific state refund policy applies. The state policy will supersede the institutional policy unless the institutional policy is more beneficial for the student. A complete list of state refund policies is located in the Academic Catalog. All other fees are nonrefundable, unless prohibited by law.

Payment Policies
Payments are accepted on the student portal at http://my.phoenix.edu by check, credit card or debit card. Student Financial Services 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
Dept 880175
P.O. Box 29650
Phoenix, AZ 85038-9650

If a credit card or a debit card is provided with a completed Authorization to Charge form, tuition, mandatory fees, and applicable sales tax 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 with 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.

Tuition Refund Policy

Institutional
The following provisions pertain to all refund policies applied by the University, unless specifically stated otherwise.

1. Students who withdraw from a course prior to the start date will receive a 100% refund for that course.
2. 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. *
3. The University does not refund tuition for any completed course.

When a student begins a program under Applicant (RR) status, pending the completion of the student admission file, and is subsequently denied admission, the student may be eligible for a full tuition refund. A request for such a refund must be made in writing to a Financial Advisor within 60 days of the denied admission. Here is an illustrative example of a refund for a 5-week course at the University:

<table>
<thead>
<tr>
<th>Weeks Attended</th>
<th>Refund for 5-Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>80% Refund</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>60% Refund</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>40% Refund</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>No Refund</td>
</tr>
<tr>
<td>5 Weeks</td>
<td></td>
</tr>
</tbody>
</table>

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

rEsource fees are nonrefundable, unless prohibited by law. A student who withdraws from 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
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 exception: 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 services operations manager at the appropriate address listed below.

Refund administrative address for students attending any of the five California regions (Southern California, San Diego, Bay Area, Central Valley and Sacramento Valley):

University of Phoenix
3110 E Guasti Road
Ontario, CA 91761

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 in addition to:

- Students have the right to a full refund of all monies paid, including application and materials fees, if they rescind their Enrollment Agreement, or withdraw, within 72 hours of signing.

- Students providing written notification of withdrawal prior to the first class session or who have been out of attendance for more than 14 days will receive a full refund of tuition and fees paid for the unattended course.
- Refunds are paid within forty-five (45) days of a student's official withdrawal.
- A student who is out of attendance for more than 14 days is considered withdrawn from the course.

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 who 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 Agreement
  - 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.

Virginia
Students in the state of Virginia have three business days, excluding weekends and holidays, during which enrollment may be canceled without financial obligation other than a nonrefundable fee not to exceed $100 for expenses related to processing the student's enrollment.

Online
Online students will be subject to the Arizona refund policy. 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 will have tuition refunded using the University Institutional Refund Policy.
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 University will invoice students for all courses and mandatory fees anticipated for a payment period, which represents half of the student’s academic year. A payment period typically includes four courses. 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 https://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 is available to students who will be using e-checks or credit cards to pay for tuition and mandatory fees. Under the Cash Plan, tuition and mandatory fees will be assessed and invoiced in a single invoice at the beginning of the payment period, which is payable in full at the time of invoice or incrementally prior to the start of each applicable course.

To learn more, please visit https://www.phoenix.edu/student-orientation/paying-for-school.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 and mandatory fees. Under the Federal Financial Aid Plan, tuition and mandatory fees will be assessed and invoiced in a single invoice at the beginning of the payment period.

The University will defer payment of applicable tuition and mandatory fees based on anticipated federal grant and/or loan disbursements. The Federal Financial Aid Plan requires all federal aid disbursed to be applied to tuition and mandatory fees invoiced.

Tuition and mandatory fees invoiced but not paid by anticipated or actual federal grant and/or loan disbursements are payable in full at the time of invoice or incrementally prior to the start of each applicable course.

To learn more, please visit https://www.phoenix.edu/student-orientation/paying-for-school.html

Tuition Deferral Plan
The Tuition Deferral Plan is available for students who will receive military education benefits or whose employers offer to repay some or all of their employees’ tuition. Under the Tuition Deferral plan, tuition and electronic materials fees will be assessed and invoiced in a single invoice at the beginning of the payment period.

Military Education Benefits
The University will directly bill the U.S. Department of Veterans Affairs or U.S. Department of Defense for the student’s tuition and will defer payment of applicable tuition invoiced based on these agencies’ reimbursement policies and timeline. Electronic materials fees are payable in full at the time of invoice or incrementally prior to the start of each applicable course.

American Indian Tribal Nation Education Benefits
Several American Indian tribal nations provide funding for the tuition and electronic materials fees of a student who is a recognized member under the Third-Party Billing Plan. The University will directly bill the American Indian tribal nation and defer payment of applicable tuition and electronic materials fees invoiced based on the American Indian tribal nation’s education benefit reimbursement policy and timeline. For more information, please contact tribalrelations2@phoenix.edu.

To learn more, please visit https://www.phoenix.edu/tuition_and_financial_options/financial_options/third_party_billing.html

Veterans Education 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 point of contact, school certifying official at University of Phoenix central administration or Student Financial Services for submission to the U.S. Department of Veterans Affairs (VA).

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.

To learn more, please visit https://www.phoenix.edu/tuition_and_financial_options/financial_options/third_party_billing.html

Military Education Benefits
The University will directly bill the U.S. Department of Veterans Affairs or U.S. Department of Defense for the student’s tuition and will defer payment of applicable tuition invoiced based on these agencies’ reimbursement policies and timeline. Electronic materials fees are payable in full at the time of invoice or incrementally prior to the start of each applicable course.

Employer Tuition Reimbursement
The University will defer payment of applicable tuition invoiced based on when the student will receive reimbursement from his or her employer. Electronic materials fees are payable in full at the time of invoice or incrementally prior to the start of each applicable course.
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 education benefits in future courses. Please contact your academic counselor 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 VA education advanced payment program. More information about veterans benefits can be reviewed at https://www.phoenix.edu/colleges_divisions/military.html.

Visit the Department of Veterans Affairs website, http://www.gibill.va.gov, for additional information on educational entitlements.

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 (VA) prior to the start of week 25 of enrollment. The VA may not always pay federal education benefits after week 24 if the VA 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 an 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.

Students receiving Chapter 30, 32, 33, 35, 1606 and 1607 benefits while attending University of Phoenix North Carolina campuses are required to submit a copy of high school transcripts if they are transferring fewer than 24 credits to University of Phoenix from a previously attended postsecondary institution.

Students receiving Chapter 30, 32, 33, 35, 1606 and 1607 benefits while attending University of Phoenix Florida campuses are required to request and provide all prior transcripts for evaluation. In order to be certified for federal VA education benefits past two terms, all transcripts must be received.

Military Tuition Assistance

To obtain federal Military Tuition Assistance, visit your local installation education office or virtual education center 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 https://www.phoenix.edu/colleges_divisions/military/military-financial-options.html.

A student can currently receive 100% of federal tuition assistance from military service, with a $250 cap per semester hour. Annual tuition assistance limits are determined by each branch of service and are subject to change at any time. 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.

VA 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 servicemembers 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. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Unearned Tuition Assistance

In alignment with the Department of Defense Memorandum of Understanding (DOD MOU), the University has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60% portion of the period for which the funds were provided.

This policy applies to military service members who receive military Tuition Assistance.

The University will return unearned tuition to the applicable military service as follows:

a. If a student does not begin attendance at the University, start a particular course, or the course is cancelled by the University, the University will return 100% of any TA funds received.

b. If a student withdraws from a course TA funds received by the University will be returned on a pro rata basis according to the student’s last date of attendance, also known as LDA. The last date of attendance will be used to determine the number of weeks the student attended the course. Once the last date of attendance has been determined, the University will calculate the pro rata percentage by dividing the number of weeks remaining by the total number of weeks in the course. Examples based on course length include:
Here is an illustrative example of a refund for a 5-week course at the University:

<table>
<thead>
<tr>
<th>Weeks Attended</th>
<th>Refund for a 5-Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>80% Returned</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>60% Returned</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>40% Returned</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>No Return</td>
</tr>
<tr>
<td>5 Weeks</td>
<td></td>
</tr>
</tbody>
</table>

In instances when a Service member stops attending due to a military service obligation, the University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

c. Unearned tuition assistance funds will be returned to the service unless otherwise directed in writing by the Department of Defense or service.

**Servicemember Readmission**

Please refer to the Servicemember Readmission Policy in the University’s Academic Catalog for further information on the readmissions of servicemembers.

**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)
- The importance of repayment obligation
- A 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), https://nslds.ed.gov/nslds_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 determent
- The 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://studentloans.gov/myDirectLoan/index.action) 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)
- The importance of repayment obligation
- A 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), https://nslds.ed.gov/nslds_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 determent
- The impact of borrower responsibility for accruing interest on the borrower’s total debt
- Other terms and conditions

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 Student Financial Services, 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.gov/manage-loans/loans-temporary-relief
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://studentaid.gov/app/repaymentEstimator.action](https://studentaid.gov/app/repaymentEstimator.action) allows students to estimate their payment under all available repayment plans.

Sample Standard Repayment Calculator Detail

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>$12,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate</td>
<td>6.80%</td>
</tr>
</tbody>
</table>

Repayment Summary

<table>
<thead>
<tr>
<th>Months in Repayment</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Payment</td>
<td>$138</td>
</tr>
<tr>
<td>Total Interest Payment</td>
<td>$4,572</td>
</tr>
</tbody>
</table>

Total Loan Payment $16,572

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 $239 Total interest paid would be $5,832, for a total of $17,832

Extended Repayment (Fixed or Graduated Plans) - Only available for loan amounts greater than $30,000

Payment amounts under the Pay As You Earn, Revised 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.

More information regarding loan consolidation is located at [https://studentaid.gov/app/launchConsolidation.action](https://studentaid.gov/app/launchConsolidation.action)

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 [https://studentaid.gov/manage-loans/forgiveness-cancellation](https://studentaid.gov/manage-loans/forgiveness-cancellation)

Financial Aid Disbursements

Federal Funds

In order for the University to make the first disbursement of the first Direct Loan that a student (or parent) borrower receives for each new award year, the student (and parent, if receiving parent PLUS loans) must:

- View their current federal student loan debt via the StudentAid.gov website; AND
- Acknowledge they have seen this amount

In addition to the above, 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.

NOTE: Students enrolled in Competency Based Programs (CBE) at the University will receive their first disbursements after the third week of classes has begun to confirm enrollment (academic related activity) in all courses scheduled for the payment period.
<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, is meeting SAP and has posted attendance for the second payment period</td>
</tr>
<tr>
<td>Direct</td>
<td>3 days after the academic year start date or 3 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, is meeting SAP and has posted attendance for the second payment period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
</tr>
<tr>
<td>Iraq Afghanistan Servicemembers Grant (IASG)</td>
</tr>
<tr>
<td>Federal Student Education Opportunity Grant (FSEOG)</td>
</tr>
<tr>
<td>State and Institutional Grants</td>
</tr>
<tr>
<td>Private Loans</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.

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. Student Financial Services will notify these students 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.

Federal Financial Aid Credit Balance

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. For more information, please review the Federal Financial Aid Credit Balance Policy in the Financial Aid Policies appendix.

On an exception basis, the University may, at its discretion, provide a student access to his or her anticipated federal financial aid credit balance. Students who may need to request this exception should speak with the finance department.

Note: If an exception is granted, the student will be responsible for any balance due to the University resulting from providing the student access to this anticipated federal financial aid credit balance.

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 from the disbursement date 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.
Program Changes at the University

If a student who is receiving federal financial aid funds wishes to change programs at the University, the student should first contact his/her academic counselor for information on how the program change may impact his/her financial aid award now and in the future. Federal regulations require the University to re-evaluate the academic year, loan period and payment periods for a student who changes programs while attending the University.

Academic years for students who change programs at the University will be established based on the credit hours remaining in the student’s new program. Federal financial aid funds awarded for the new program will be based on the student’s remaining eligibility. When a student who is receiving federal financial aid funds changes his/her program, the University will perform a Return of Title IV (R2T4) calculation for the applicable payment period of the program the student is transferring out of and update the program’s AY/LP/payment periods 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 award the student for the new program based on a new AY/LP.

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.

Determining Enrollment at the University

Please refer to the Enrollment Status Policy in the University’s Academic Catalog for further information on determining enrollment at the University.

Course Attendance Policy

Please refer to the Course Attendance Policy in the University’s Academic Catalog for further information on course attendance.

Withdrawing from the University

Circumstances may necessitate withdrawal from the University. For further information on officially, unofficially or administratively withdrawing from the University, please see the University’s Withdrawal Policy in the Academic Catalog

Leave of Absence

Any student wishing to request a Leave of Absence (LOA) should contact his or her academic counselor to discuss available options. The Leave of Absence request form can be completed by accessing the student website. Refer to the University’s Academic Leave of Absence Policy found in the University’s Academic Catalog for further information. Students utilizing federal financial aid funds who are granted an approved LOA will have impacts to their federal financial aid. Please refer to the Leave of Absence Policy found in the appendix of this Consumer Information Guide for further information as this policy addresses the impact to federal financial aid recipients when there is an approved temporary interruption in a student’s program of study, which is referred to as an LOA.

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 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.

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/degrees/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 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*

*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, FERPA Hold, 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 acting as a school official to provide a service instead of using University employees or officials such as Apollo Education Group, Aptomus, Protiviti, National Student Clearinghouse, Taylor Corporation, Education Sales Management, InsideTrack, Salesforce, Iron Mountain, Vocado, iGrad, Google, Regent Education, TK20, College Board, Loan Science, Civitas, Pendo.io, Inc., Blackboard, Tevera, and other services.
- Collection agencies (States Recovery Systems, FMS, CBE Group and Resolution Assets Services).
- 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.
• 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.
  • 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)(A)].
• Students requesting demographic or PII of other University of Phoenix students for survey or 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 Registrar’s Office 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

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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 history notes from any record systems.

**Procedure**

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 Registrar’s Office. 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.

If the University decides the information is inaccurate or in violation of the student’s right of privacy, it will amend the record and notify the student within 14 days, in writing, that the record has been amended.

*Exception:* Students may not inspect and review the following absent a judicial order or legally issued subpoena:

- Confidential letters and recommendations for which they have waived their rights of inspection
Educational records containing information about more than one student. (Access is permitted only to that part of the record concerning the inquiring student.)

- Records of instructional, supervisory, administrative, and certain educational personnel, which are in the possession of the originator.
- Records connected with an application to attend the University if the application was denied (For example, a student is enrolled in an undergraduate program and applies for admission to a graduate program but is denied.)
- If there is an unresolved disciplinary action against the student.
- If the student is not in compliance with his or her University of Phoenix (UOPX) financial obligation for that program.
- If a student has filed for bankruptcy and has provided UOPX records of deceased students may only be released to the executor of the estate (written authorization required) or immediate family members (notarized affidavit required) defined as: 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.

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
US 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) defined as: 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
- Degrees received
- Most recent educational institution attended

If available, the following information will also be provided:

- Email address

University of Phoenix encourages students to review the Student Loan Code of Conduct at https://www.phoenix.edu/tuition_and_financial_options/student_loan_code_of_conduct.html to learn about loan regulations.

Student Code of Conduct

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.

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 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.

For additional information on the Student Code of Conduct, see the Academic Catalog or contact the campus.

https://www.phoenix.edu/campus-locations.html
Consumer Privacy Policy

Summarized below are key elements of the University Privacy Policy. The full version of the policy is available at https://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 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 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

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 where indicated on the applicable email or other communication, or cut and paste this link into a browser:

https://www.phoenix.edu/about_us/contact_us/unsubscribe.html

If you do not wish to receive marketing telephone calls or mailings, you may express your choice to opt out by emailing Office.ComplianceUOPX@phoenix.edu

If you do not wish to receive text messages, reply STOP to cancel future text messages. By sending STOP, you agree to one additional confirmation message stating that you’ve opted out and will no longer receive text messages from University of Phoenix. To get help, text HELP. You may also get additional support or help by sending an email to TextMsgSupport@phoenix.edu or by calling 866.766.0766.

Under California’s Shine the Light law, Cal. Civ. Code § 1798.83, we provide California residents the ability to opt out of disclosures to Educational Partners for direct marketing purposes. To opt out of these disclosures at no cost, email Office.ComplianceUOPX@phoenix.edu
Do Not Track and Online Behavioral Advertising
University of Phoenix does not itself respond to web browser-based DNT signals. If you do not want your browsing behavior on the sites to be collected for Online Behavioral Advertising purposes, visit http://info.evidon.com/pub_info/184

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.ComplianceUOPX@phoenix.edu

Other Important Information
We will 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 85040

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.ComplianceUOPX@phoenix.edu or University of Phoenix
Attn: Ethics and Compliance
4025 S. Riverpoint Pkwy
Mail Stop: CF-S905
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 Resolution Services or file an external complaint with the designated state regulatory agency.

State Authorization Reciprocity Agreement (SARA)
University of Phoenix is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) as a SARA participating institution (https://nc-sara.org). The University has reciprocity with other SARA states for its distance education programs. Please visit the NC-SARA website for the most current list of states that participate in SARA.

Distance education students residing in a SARA state may appeal a complaint to the Arizona SARA Council (AZ SARA) for review after exhausting the institution’s internal complaint process and the complaint process of the Arizona State Board for Private Post-secondary Education. SARA complaints must first be submitted internally for resolution through the University’s Resolution Services. The Arizona SARA Council will not review complaints regarding student grades or student code of conduct violations. For more information visit the AZ SARA Council website (https://azsara.arizona.edu/content/complaint-process.).

Arizona students and distance education students from non-SARA states may file a complaint with the Arizona State Board for Private Postsecondary Education or their applicable state regulatory agency. Distance education students who reside in Georgia may file a complaint with their own state regulatory agency.

Contact Information:

Arizona: If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams, Suite 3008, Phoenix, AZ 85007; telephone (602) 542-5709; https://ppse.az.gov/

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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet web site (www.bppe.ca.gov).

Commonwealth of the Northern Mariana Islands: The student may contact the Commonwealth of the Northern Mariana Islands Office of the Attorney General, Office of the Consumer Counsel, 2nd Floor, Juan A. Sablan Memorial Buildings, Capitol Hill, Saipan, MP 96950; telephone 670.237.7500, website: https://www.cmioag.org/divisions/consumer-protection/online-student-complaint/

Florida: The student may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; telephone 850.245.3200.
Copyright Infringement and Peer-to-Peer File Sharing Policy

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
- Songs and other musical works
- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Copyright law provides the owner of a copyright the exclusive right to do the following:
- Reproduce the work in copies
- Prepare derivative works based upon the work
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
- Perform the work publicly
- Display the copyrighted work publicly
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings

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: https://www.eff.org/teachingcopyright/handouts#fairuseFAQ

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 using 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, https://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 copyright music and videos:

EDUCAUSE is an association of colleges and universities, which maintains a list of legal media sources:

The Recording Industry Association of America (RIAA) provides a list of legal music sources:
https://www.riaa.com/resources-learning/for-students-educators/

The University 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.

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. On 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 notification 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 I have a good faith belief that the materials 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.

Register to Vote

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. Additionally, the University makes a good-faith effort to distribute voter registration forms to students attending locations in states covered under the National Voter Registration Act of 1993 (NVRA). The National Mail Voter Registration Form can be used by U.S. citizens to register to vote, to report a name or address change, or to register with a political party. Please follow the generic and state specific instructions for completing the form prior to mailing it to the address provided for the state in which you reside.

For more information on elections, registration, and voting in your state please visit https://www.eac.gov/voters/register-and-vote-in-your-state. Please note that the following states do not allow for same-day voter registration so you must plan accordingly: AZ, FL, GA, HI, IL, MI, NV, NJ, NM, NC, PA, TN, TX, UT, VA, and WA.

Campus Safety and Security

Annual Security Report

The University of Phoenix Annual Security Report is published annually by the University and is comprised of two parts, (1) the current Campus Safety Policies and (2) the Campus Crime Statistics, for the last three calendar years. Visit https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf to access a PDF file of the University of Phoenix Annual Security Report.

Campus Safety Policies

The University Campus Safety Policies at https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Campus-Safety-Policies.pdf have been prepared to increase the 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 Drug-Free Schools and Communities Act and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The information included relates to the following:

• Alcohol and other drug abuse prevention, health risks, effects of use, and counseling services
• 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
• 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.

**Campus Crime Statistics**

The following Clery Act crimes meet definitions in the FBI’s Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence and Stalking, definitions are repeated in the U.S. Department of Education’s Clery Act regulations.

• Criminal Offenses - Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson

• Hate Crimes - Any of the above-mentioned offenses (excluding Manslaughter by Negligence), and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias

• VAWA Offenses - Any incidents of Domestic Violence, Dating Violence, and Stalking

• Arrests and Referrals for Disciplinary Action for Weapons - Carrying, Possessing, etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations.

Specific campus location crime statistics are available electronically in the Annual Security Report at https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Annual-Security-Report.pdf or by requesting a paper copy of the report from a Campus Safety Coordinator (Contact information can be viewed at https://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html) or any University representative.

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 Safety Coordinator at their local 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.skeptoffender.com/ and https://www.nsopw.gov/. You can search by city, county or ZIP code. This information is collected by other agencies, and the University cannot guarantee this information is correct or complete. The database link is provided to comply 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**

The University maintains 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 University site or that significantly disrupts the normal course of University business.

The Emergency Mass Notification process includes emergency escalation procedures, mass notifications and supporting systems. In an emergency, dangerous or otherwise high-risk situation at a University site, these processes enable the University to, without delay, take into account the safety of the community to determine the content of the notification and initiate the notification system to students, faculty and staff, including those who are enrolled at the University, unless issuing the notification system will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The policy can be viewed in its entirety in the Campus Safety Policies at https://www.phoenix.edu/content/dam/altcloud/doc/about_uopx/Campus-Safety-Policies.pdf

**Campus Safety Contact List**

To help ensure the safety of the University community, the University has campus security authority (CSA) reporting contacts, including a designated Campus Safety Coordinator on every local campus.

Below are the persons to whom students, faculty and staff should report crimes. Visitors and others not associated with the University can also contact these CSA reporting contacts to report crimes.

**Security Operations Center (SOC)**

866-992-3301 or 602-557-7000
GSOC@phoenix.edu

**Senior Director Security**

Steve Lindsey
602-557-7537
Steve.Lindsey@phoenix.edu

**Title IX Coordinator**

Bridget Beville
602-557-3391
TitleIX@phoenix.edu
Ethics Helpline
888-310-9569

Campus Safety Coordinators
Find your Campus Safety Coordinator’s name and contact information at https://www.phoenix.edu/about_us/campus-safety/campus-safety-contact-list.html

Alcohol and Other Drug Abuse Prevention
The U.S. Department of Education requires institutions of higher education to implement an alcohol and other drug abuse prevention and awareness program for their students and employees. The University of Phoenix abides by the federal regulations for the Drug Free Workplace Act and the Drug Free Schools and Communities Act regardless of individual state legalization.

Students, faculty, and staff 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 is subject to disciplinary action up to and including dismissal from the University. Policies and programs concerning alcohol and other drugs, including health risks, penalties, and counseling and assistance resources can be viewed in the Campus Safety Policies at https://www.phoenix.edu/about_us/campus-safety/campus-safety-policies.html

Prohibition of Illicit Drug Use, Underage Drinking, and other Violations of Alcohol and other Drug-Related Policies
The University’s Codes of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the University. The University enforces a “zero tolerance” policy regarding underage drinking and will enforce state underage drinking laws on its campus premises (Note: the minimum legal drinking age in the United States is 21). If any individual is found violating any alcohol or other drug-related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies.

Institutional Sanctions for Alcohol and Drug Violations
The University abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the University community found consuming or selling alcohol and other drugs on University property is subject to disciplinary action up to and including dismissal from the University. Consistent with local, state and federal sanctions, the University may impose a disciplinary sanction to students, faculty or employees requiring the completion of an appropriate rehabilitation program. Failure to comply with disciplinary standards could result in sanctions up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct.

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.

Penalties for Drug Convictions
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.

Note: The student may regain eligibility the day after the period of ineligibility ends. 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.

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;
- Having the conviction reversed, set aside or otherwise rendered invalid.

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:
Associate Programs (9-week model) are a minimum of 24 credits. Graduate Certificate Programs are a minimum of 24 credits and Undergraduate Certificate Programs are a minimum of 24 credits.

The University defines its academic years as follows:

1. **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’s Programs** are a minimum of 24 credits and 40 weeks of instructional time.
   - **Master’s Programs** are a minimum of 24 credits and 48 weeks of instructional time.
   - **Competency Based Education (CBE) Programs** are a minimum of 24 credits and 32 weeks of instructional time.
   - **Doctoral Programs** are a minimum of 24 credits and 48 weeks of instructional time.

   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.

2. **Overlapping Academic Years**

   An academic year that begins before a prior academic year has ended is considered an overlapping academic year. This most commonly occurs when a student starts with the University after recently attending a different institution, when a student completes a prior program at the University and begins another program, or when a student changes programs at the University. Students in these scenarios should contact Student Financial Services at StudentFinancialServices@phoenix.edu or at 1-888-346-8679 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 Transfer Policy.

   **Allowable Charges Policy**

   **Overview**
   
   Federal regulations stipulate that when an institution disburses federal financial aid funds to a student by crediting the student’s account, it may do so only for allowable charges. Student nor parent authorization is required to apply disbursed federal financial aid funds to an allowable charge. The Allowable Charges Policy defines what those allowable charges are at the University.

   **Policy**

   **Allowable Charges**

   The University defines allowable charges as follows:
   
   - **Tuition**
   - **Mandatory institutional fees, such as rSource Fees (electronic course materials fees and books)**
   - **By using the ED MAP Book Voucher, the student has authorized the use of federal financial aid funds for the book charge. If the student chooses not to use the book voucher, the authorization is no longer valid.**
   - **Sales tax, if applicable and assessed on an allowable charge,**
   - **California Student Tuition Recover Fund (CA STRF), if applicable**

   Information regarding the University’s mandatory fees is published in the University’s Academic Catalog’s Tuition and Fees section.

   **Prior-Year Charges**

   If a student owes allowable charges from a prior loan period, the University will use current loan period Direct Loan funds, not to exceed $200, to pay those charges. The University does not apply any other type of federal financial aid funds (e.g., Pell and FSEOG) to allowable charges for any prior loan period. (Refer to the Federal Financial Aid Credit Balance Policy for additional information)

   **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 academic year. The University uses the same COA when awarding Pell Grant, FSEOG, and Direct Loans. If the student is only receiving Pell Grant or IASG, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for an academic year. The University reviews and, if necessary, updates each COA component annually.

   **Policy**

   The University’s COA is made up of the following components:
   
   - **Tuition and mandatory institutional fees**
   - **rSource Fees (Books and Supplies)**
• Living Expense
• Room and Board (housing and food)
• Transportation
• Miscellaneous
• Personal care expenses
• Federal Loan Fees

If a student is attending less than half time, the COA is limited to the following components:
• Tuition and mandatory institutional fees
• Resource Fees

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

If a student's academic year is less than a full academic year in either credits or months, each component will be adjusted accordingly. Exceptions include professional judgment decisions (i.e. child care costs) and elimination of an overaward using a student’s actual tuition costs for the period of enrollment. (Refer to the Overaward & Overpayments Policies for further information.)

Information regarding the University’s mandatory fees is published in the University’s Academic Catalog’s Tuition and Fees section.

Tuition

The tuition component for the COA is based on a per credit weighted average for each credential level across the entire University. The University documents how tuition averages are calculated and makes this information available upon request.

To determine the total tuition component for each student’s COA, the University multiplies the weighted average price per credit by the average number of credits per academic year.

Resource Fees

The books and supplies component is calculated using a standard resource fee for each course in the student’s academic year based on the credential level.

Living Expense

The living expense component is a per month allowance. 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). Students who are incarcerated are not eligible to receive living expenses.

To determine the total 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.

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 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.

Federal Student Aid COVID-19 Exceptions

Overview

The Federal Student Aid (FSA) COVID-19 Exceptions Policy highlights the exceptions made to existing University policies for the 2019-2020 and/or 2020-2021 federal award years while administering FSA funds for students impacted by COVID-19.

Policy

In an effort to mitigate the effects of the COVID-19 national emergency, multiple federal actions were enacted to provide relief to impacted organizations and individuals.

• March 13, 2020: The President of the United States declared a national emergency concerning the coronavirus (COVID-19).
• March 27, 2020: The Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) was signed into law.
• April 3, 2020: The Department of Education (ED) deemed the President’s national emergency as equivalent to a federally declared major disaster, as defined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act in 42 U.S.C. § 5122(2) (Stafford Act).

As a result of the above series of events, ED published a series of electronic announcements describing waivers, emergency flexibilities, and regulatory relief that schools may use to aid students impacted by the COVID-19 national emergency.

This policy describes the exceptions to existing University FSA policies permitted for federal student aid applicants and recipients during the coronavirus (COVID-19) national emergency.

Verification and Conflicting Information Policy

Acceptable Documentation for V4 and V5

High School Completion

Applicants selected for V4 or V5 verification must provide acceptable documentation, as detailed in the Verification and Conflicting Information Policy, in order to resolve verification. This requirement continues to apply, even during the COVID-19 national emergency. However, if an applicant has attempted but has been unable to obtain documentation to verify his/her high school completion or its equivalent, on an exception basis, the University will accept a signed and dated Attestation of High School Completion from the applicant in which he or she truthfully attests to his or her high school completion or the equivalent. This exception will be permitted only for Verification groups V4 and V5 from May 15, 2020 until December 31, 2020, for both the 2019-2020 and 2020-2021 award years. The University will identify students who qualify for this exception and provide the Attestation of High School Completion Form for the student to complete and return.

The attestation may not be used to resolve conflicting information,
Determination of Eligibility for Cares Act Relief

A student must officially withdraw by following the University's Withdrawal Procedures published in the University's Academic Catalog and designate their reason for withdrawal to be related to the COVID-19 national emergency to be considered for CARES Act relief. The University will notify potentially eligible official withdrawals via email and provide the University's Truthful Attestation of Coronavirus-Related Circumstances Form. This attestation form must be completed in full and include a detailed explanation describing why the student's withdrawal was the result of the COVID-19 emergency. The completed attestation form MUST be returned to the University within 30 days from the email notification date via email to FinancialServicesSeniorSupport@phoeni-x.edu. Completed attestation forms received after this deadline will be denied. Students should provide any relevant supporting documentation with the completed attestation form. The University will review each Truthful Attestation of Coronavirus-Related Circumstances Form submitted and determine whether the student meets the eligibility requirements for CARES Act relief. If the University determines the student is eligible for CARES Act relief, the University will re-disburse any FSA program funds that were included in the R2T4 calculation.

Disbursement Policy

Late Disbursement

The University is required to confirm that certain conditions are met prior to making a late disbursement of FSA program funds, and the conditions vary based on the type of FSA program fund(s) being disbursed. For more information on late disbursements, including post-withdrawal disbursements, and the conditions that must be met, please refer to the Disbursements Policy. This requirement continues to apply, even during the COVID-19 national emergency. However, for students determined to be eligible for the CARES Act provisions related to R2T4 (Cares Act relief) the University is not required to employ the conditions for determining if a late disbursement, including post-withdrawal disbursements, can be made. Consequently, for students who qualify for CARES Act relief, the University will re-disburse any FSA program funds that were included in the R2T4 calculation. Exceptions notwithstanding, the University must still perform the R2T4 calculation and required actions within the required timelines and document the results.
For Direct Loans, is no longer enrolled at least half time
For Federal Grants, the student is no longer enrolled at the
Late Disbursement Right to Cancel
period that is more than one-half an AY, the remaining period will
If a program is longer than one AY and consists of a remaining
consisting of more credit hours and weeks of instruction in the current
AY, which may consist of more credit hours and weeks of instruc-
tion than the defined AY.
At the time the AY and federal financial aid funding is initially
established, if the payment periods are not equal in credit hours
and weeks of instructional time, the first payment period will con-
sist of more credit hours and /or weeks of instructional time to
ensure the required credit hours and weeks of instructional time
are earned/completed before the second payment period disburse-
ment is made, as required. However, based on the student’s actual
progress thru their AY, the student's federal financial aid fund-
ing may be reevaluated resulting in the second payment period
consisting 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 remaining period will
have two payment periods. Timing and eligibility of the disburse-
ments are the same as outlined above. If the remaining period is
equal to or less than one-half an AY, the remaining period will have
one payment period. However, the University disburses federal
financial aid funds in two disbursements. The second disburse-
ment is not made until the student successfully completes one-half
the weeks of instructional time AND earns one-half the credit
hours in this single payment period.
Right to Cancel
Once the loan is disbursed, the University will send the student/parent
a disbursement notification that contains information regarding a borrower's Right to Cancel, which includes the time
given to respond should the student and/or parent borrower wish
to cancel all or a portion of their loan request(s). This notice will
be sent to the student/parent no later than seven days after crediting
the student's account at the University. Borrowers who wish to can-
cel all or a portion of their loan must login to the student portal at
http://my.phoenix.edu and navigate to Financial Plan > Awards &
Disbursements > Change Loans to initiate the reduction or cancel-
lations of federal financial aid within 30 days from the date the Uni-
versity sends the disbursement notification. If there are any further
questions, students can contact Student Financial Services at Stu-
dentFinancialServices@phoenix.edu or (888) 346-8679 within 30
days from the date the University sends the disbursement notifica-
tion. Any requests received after 30 days but prior to 110 days
from the disbursement date will be honored based on Title IV
funds that have not been applied to invoices for allowable tuition
and fees. The University will notify the student/parent in writing
the outcome of his/her request regardless of when the cancellation
request is received.
Late Disbursement
Students or parents become ineligible to receive federal financial
aid funds on the date the student:
• For Federal Grants, the student is no longer enrolled at the
  University for the award year; or
• For Direct Loans, is no longer enrolled at least half time
If a student completes a payment period or academic year, with-
draws during a payment period or period of enrollment, or gradu-
ates, 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 U.S. Department of Education regulations do not permit the
University to make any late disbursement of federal financial aid
funds after 180 days of the date the University determined that the
student withdrew or became ineligible.
The following conditions must be met prior to the date the student
became ineligible for a late disbursement.

<table>
<thead>
<tr>
<th>Program</th>
<th>No additional requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant/IASG</td>
<td></td>
</tr>
<tr>
<td>FSEOG</td>
<td>For all programs:</td>
</tr>
<tr>
<td></td>
<td>1. ED processed a SAR/ISIR with an official EFC; AND</td>
</tr>
<tr>
<td>Direct Loans</td>
<td>2. The University received a valid SAR/ISIR by the date established by ED.</td>
</tr>
</tbody>
</table>

The following additional limitations must be satisfied before
the University may make a late disbursement

<table>
<thead>
<tr>
<th>Direct Loans</th>
<th>The University received a valid SAR/ISIR by the date established by ED; and 1. For a first-year, first-time borrower, the student completed 30 days of the program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. For a second disbursement, the student graduated or completed the period for which the loan was intended.</td>
</tr>
</tbody>
</table>

Paying a Late Disbursement of Federal Financial Aid Grant Funds
Without the student's permission, the University may credit a stu-
dent's account with a late disbursement of federal financial aid
grant funds for charges associated with the current payment
period. If federal financial aid grant funds remain to be disbursed
from a late disbursement after all outstanding charges on the stu-
dent's account have been satisfied, the University pays the grant
funds directly to the student within 14 days.
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 a verbal request, the late disbursement letter or 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 award is canceled. 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.

Post Withdrawal Disbursement
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 (Refer to the R2T4 Policy for further information).

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 PLUS loan, of this decision in writing.

A request for authorization to credit Direct Loan funds to the student’s account, 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 accept a late request. 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 chooses to honor a late request, 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 request electronically or in writing directly to Student Financial Services-Operations (SFS-O) by mail, fax, or via the student website.

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, and FSEOG), 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 disburse 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.

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 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 is sent to the student (or parent in the case of a PLUS loan) as soon as possible, and within 30 calendar days of the University’s date of determination that the student withdrew. 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.

If the University chooses to honor a late request, 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 request electronically or in writing directly to Student Financial Services-Operations (SFS-O) by mail, fax, or via the student website.

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 request, 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 request 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. 

**Enrollment Reporting Policy**

The Enrollment Reporting policy details how the University confirms and reports the enrollment status of all Title IV students and previous Title IV students who transfer to the University.

**Policy**

The University reports enrollment both in the Campus-Level Record, representing the student’s overall enrollment at the University and in the Program-Level Record, for each of the academic programs the student attended using the eight-digit Office of Postsecondary Education Identifier (OPEID) for the location of the course. To complete these reporting requirements, the University contracts with the National Student Clearinghouse (NSC). NSC then provides this information to the participating guaranty agencies, lenders, and servicers.

Even though the University uses NSC for enrollment reporting, the University remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining appropriate documentation. NSLDS sends the roster to NSC; however, if the response is not received in a timely matter, NSLDS notifies the University rather than NSC.

**Reporting Schedule**

The University is required to confirm enrollment information for all students on its roster file scheduled at least every two months and must do so within 15 days of the date NSLDS sends the roster to NSC. In addition, any changes in enrollment status to less than half-time, graduated, or withdrawn must be reported within 30 days of becoming aware of the change. To meet this requirement, the University confirms and reports the enrollment status of all students to the NSC on a weekly basis. NSC uses the data provided by the University to complete the Enrollment Reporting file sent from ED on a weekly basis.

NSLDS returns an error report if it identifies errors in the Enrollment Reporting file. Any identified errors must be corrected and resubmitted to NSLDS within 10 days. The University accesses the NSLDS error report via the NSC site promptly after an error is identified to ensure the necessary corrections are made within the 10-day timeframe.

**Overall Enrollment Status categories**

<table>
<thead>
<tr>
<th>Code</th>
<th>Status</th>
<th>How the University Reports the Status Start Date for Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Leave of Absence</td>
<td>The start date of the approved leave of absence</td>
</tr>
<tr>
<td>G</td>
<td>Graduated</td>
<td>The academic complete date for the program (which is the end date of the last course)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>The student's official last date of attendance (OLDA) at the time the system updates the status to withdrawn</td>
</tr>
<tr>
<td>D</td>
<td>Deceased</td>
<td>The date of death (when provided) or the date the University received the request in any event the date of death is not provided</td>
</tr>
</tbody>
</table>

**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 for the payment period, 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.

**Overview**

The University reports the status start date (status effective date) if the student has a Graduated (G), Deceased (D), Withdrawn (W), Less Than Half Time (L), or is on an approved LOA (A) status.

**Anticipated Graduation Dates**

The anticipated graduation date is the date the student is projected to graduate and is required only for enrollment data and students with F, Q, H, L, or A statuses.

Whenever the University credits federal financial aid funds to a student’s account and those funds exceed the student’s allowable charges for the payment period, 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.

**Federal Financial Aid Credit Balance Policy**

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Returning Unclaimed Federal Financial Aid Credit Balances
If the federal financial aid credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the applicable federal financial aid program(s) no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, or a check to a student or parent is returned, the University continues to attempt to disburse the funds. However, if those attempts to disburse the funds are unsuccessful, the University returns the funds to the applicable federal financial aid program(s) no later than 45 days after the funds were returned or rejected. All unclaimed credit balances will be returned in the following order:
- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- FSEOG Grants
- TEACH Grants
- Iraq and Afghanistan Service Grants

Iraq and Afghanistan Service Grant (IASG)
The IASG is awarded to students whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 and meets one of the following requirements:
- The student was less than 24 years of age when the parent or guardian died; or
- The student was enrolled at an institution of higher education at the time of the parent or guardian’s death.
If the student is eligible for a Federal Pell Grant, the University will award and package all federal financial aid based on a zero EFC. If the student is ineligible for a Federal Pell Grant because his/her EFC is too high, the student may receive the IASG. The grant amount is equal to the maximum Federal Pell Grant for the award year and cannot exceed the student’s cost of attendance. The IASG is subject to a federal budget cut each year, known as sequestration. Because the IASG awards are subject to a federal budget cut each year, there are reductions from the award amount for which the student would otherwise have been eligible to receive. Each year, this amount changes based on the Budget Control Act of 2011.

Children of Fallen Heroes:
A student whose parent or guardian died in the line of duty while performing as a public safety officer may receive increased amount of federal financial aid under the Children of Fallen Heroes Scholarship if the student is Pell grant eligible and
- The student was less than 24 years of age when the parent or guardian died; or
- The student was enrolled at an institution of higher education at the time of the parent or guardian’s death.
In these scenarios, all federal financial aid will be based on a zero EFC. The zero EFC is only used for awarding purposes. The U.S. Department of Education does not provide any notification of eligibility to the University. Consequently, students who believe they qualify for this scholarship must notify the University’s Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679 and provide any required documentation requested. The University will determine based on the documentation submitted whether or not the student meets the eligibility criteria. For more information, please refer to the University’s Consumer Information Guide.

Children of Soldiers:
A student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased federal financial aid funds if at the time of the parent or guardian’s death the student was either less than 24 years old or was enrolled in college. Eligibility is based upon the following:
- If the student is Pell grant eligible, the student may receive a Pell grant; OR
- If the student is not Pell grant eligible because his/her EFC is too high, the student may receive an Iraq and Afghanistan Service Grant.
In these scenarios, all federal financial aid will be based on a zero EFC. The zero EFC is only used for awarding purposes. The U.S. Department of Education (ED) notifies the University when a student appears to meet the criteria for Zero EFC treatment because a parent or guardian died as a result of U.S. military service in Iraq or Afghanistan. This is based on a match with the U.S. Department of Defense file of eligible dependents.
Calculating Payment Amounts
The award for each payment period will be based upon ED’s full-time Pell payment schedule and may be subject to proration. The scheduled Pell/IASG award is prorated based on the percentage of the following:
- Credit hours scheduled to be completed in the payment period over 24 credit hours in the academic year; or
- Weeks of instructional time scheduled to be completed in the payment period over the defined instructional weeks in the academic year. (Refer to the Academic Year Definition Policy for further information)
The Pell/IASG award is calculated using the lesser percentage multiplied by the full-time Pell scheduled award.

Year Round Pell/IASG
Students may be eligible to receive up to one and one-half Pell/IASG Grant awards during a single award year, not to exceed 150% of the student’s scheduled award for the award year (Referred to as Year Round Pell). Students must meet the following criteria to be considered for a second scheduled award:
- Must be enrolled at least half-time;
- Must have received 100% of the first scheduled award in a single award year in a certificate, associate degree, or baccalaureate degree program;
- Must be enrolled in an eligible program for one or more additional payment periods during the same award year that are not otherwise fully covered by the student’s Pell Grant; and
- Must have successfully completed the credit hours of previous payment period

Crossover Payment Periods
When a payment period falls into two federal award years (payment period includes both June 30 and July 1), it is referred to as a ‘crossover payment period.’ If a student’s academic year/loan period includes a crossover payment period, the entire payment period must be considered to occur within one federal award year. The University determines for each Pell/IASG grant recipient the federal award year to be used to determine the recipient’s Pell/IASG grant award.

For payment periods that meet the above definition, the University will award and disburse the largest Pell/IASG grant possible based on all federal award year ISIRs received by the University and eligible for payment at the time the student’s initial disbursement. If an additional FAPSA award year ISIR is subsequently received, which provides a higher total federal grant award (Pell/IASG/FSEOG combined) for the student during the crossover payment period, the University will evaluate and re-award the Pell/IASG grant as long as the initial disbursement has not been made and both federal award years have not been closed by ED.

Official deadlines are published by ED annually in the Federal Register and are provided to schools on https://ifap.ed.gov

Pell Payment Calculations and LEU Limitations
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. 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.

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 submit the documentation through the COD Web site. 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. For further information, contact Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679.

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.

Recalculation
If an expected family contribution (EFC) changes due to corrections, updating, or an adjustment and the EFC change would change the Pell/IASG grant 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 Overawards 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., resolves 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.

Federal Student Aid Fraud Policy

Overview
The Federal Student Aid Fraud Policy addresses the actions the University will take in situations where the University suspects that a student, employee, another individual, or contracted Third-Party Servicer has willfully falsified or misrepresented information for the purpose of obtaining federal student aid that the student would not otherwise be eligible for.

Policy
The University will investigate any student/applicant who is suspected of having engaged in fraud or other criminal misconduct in connection with the application for or receipt of federal student aid programs funds. Following the conclusion of its investigation, if the University has credible information indicating the student, an employee, another individual, or contracted Third-Party servicer may have engaged in fraud or other criminal misconduct in connection with the student’s application or receipt of federal student aid funds, the University will refer the information to the Department of Education’s Office of Inspector General (OIG).

Federal Student Aid Fraud
Federal student aid fraud is the willful misrepresentation or falsification of information for the purpose of securing federal student aid that the individual is not eligible for or not eligible for to the extent received. Federal student aid fraud can take many forms, including, but not limited to falsification of documents, discrepant information, and/or identity theft. Examples of potential instances of federal student aid fraud include, but are not limited to:

- False claims of high school diploma (or equivalent) completion
- False statements of income
- Unresolved conflicting information
- Patterns of misrepresented information from one federal award year to the next
- Falsified documents (including reporting members that are not part of your household)
- Forged signatures on an application, verification documentation or Direct Loan master promissory notes
- False statements of U.S. citizenship or eligible noncitizen
- False claims of independent student status
- Use of fictitious names, addresses, birth dates, social security numbers
- Identity theft

Federal Student Aid Fraud Investigation
If the University suspects or determines there has been intentional misrepresentation, false statements, or falsification/alteration of documents, which have resulted or could result in the awarding or disbursing of federal student aid funds for which the student is not eligible, the case shall be referred to the University’s Student Administrative Services (StAS) Financial Aid Compliance Team for investigation.

When an investigation is initiated, the University will cease processing the student’s application for federal student aid, making federal student aid award determinations, and/or disbursing federal student aid funds previously awarded. In addition, the University may cancel the student’s previously awarded federal student aid funds and/or return a federal student aid credit balance(s) to ED.

During its investigation, if the StAS Financial Aid Compliance Team determines additional documentation or actions are required, the student will be notified in writing. This notification will provide the documentation or action required from the student and the due date for submission/completion. If the student fails to provide this additional documentation or action by the due date, the University’s investigation will be deemed complete.

Upon completion of the University’s investigation, the StAS Financial Aid Compliance Team will determine whether or not the student is eligible for continued participation in federal student aid programs, notify the student of its decision, and if necessary report any overpayment of federal student aid funds received to ED or the loan servicer, as applicable.

Federal Student Aid Fraud OIG Referral

If there is any credible information indicating the student, an employee, another individual, or contracted Third-Party servicer have engaged in fraud or other criminal misconduct in connection with the student’s application or receipt of federal student aid funds, the StAS Financial Aid Compliance Team will refer this information to the OIG for further investigation.

Note: The University is only required to refer the suspected case for investigation, not reach a firm conclusion about the conduct.

Inspector General’s Hotline: 1-800-MIS-USED

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500

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
If an affected individual in one of the categories within this policy notifies the University of his/her affected status, the University will ensure he/she is not disadvantaged because of that status. Contact Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679 for further information.

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, or another annual income that more accurately reflects the family’s current financial circumstances for which such determination is made for any affected individual, spouse and dependents, if applicable, to reflect the financial condition of an affected individual and family. The University has the option of using the applicant’s original EFC, the EFC based on the data from the first calendar year of the award year, or the EFC based on another annual income that more accurately reflects the family’s current financial circumstances. 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.

*The HEROES waivers and modifications is separate from those impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Refer to the Student Financial Aid Eligibility Policy for information on natural disasters)*

**Professional Judgment**

To more accurately reflect financial need; the University uses professional judgment 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 or second calendar year of the award year;
• The individual’s need as determined using another annual income that more accurately reflects the family’s current financial circumstances; or
• The individual’s need as determined making no modifications. (i.e. an individual’s income increased because 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**

For an affected individual who is required to file a U.S. income tax return and has been granted a filing extension by the IRS, the University accepts the following:

• A copy of IRS Form 4868 “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return” or a copy of the IRS’s approval of an extension beyond the automatic six-month extension (if additional extension was requested); 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 and U.S. income tax paid for the specified year

If an affected individual has not filed an income tax return by the filing deadline, in lieu of an income tax return, the University will accept the following to verify AGI and U.S. income tax paid:

• A statement from the individual certifying that he/she has not filed an income tax return or a request for a filing extension because he/she was called up for 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 AGI and U.S. income tax paid 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.

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 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, or submitting corrections electronically when there is no relevant 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.

Federal Student Aid Leave of Absence Policy

Overview
The Federal Student Aid Leave of Absence (LOA) Policy addresses the impact to Title IV recipient students approved for an LOA. For more information regarding the University’s Leave of Absence policy, please see the University’s Academic Catalog. Students who need to take a formal break from their program can complete an LOA request form by accessing his/her student portal at http://my.phoenix.edu.
Policy

Federal Student Aid Disbursements

The University may, at its discretion, disburse Federal Pell Grant, IASG, and/or FSEOG funds to a student on an approved LOA; however, under no circumstances will the University disburse Direct loan funds to a student on an approved LOA. Credit balances resulting from federal student aid funds will be issued within 14 days of the date the credit is created.

Tuition and Fees

The University may not increase a student’s tuition and fees (e.g. institutional charges) by approving the LOA. Therefore, if an LOA is approved to begin during a course, the University will issue the student an LOA Credit (LOAC). The amount of the LOAC will ensure that the student’s tuition and fees for the payment period do not increase as a result of the LOA. The LOAC will be applied to the course(s) scheduled after the LOA end date as long as the student returns to his/her program of study within 180 days of their official last date of attendance (OLDA) prior to the LOA start date.

Failure to Return

A student is expected to return from an approved LOA, as scheduled; failure to do so may impact the student’s Direct 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 prior to the LOA. In addition, 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.

Program Change During Approved LOA

If a student returns from an approved LOA and begins a new program, the University will perform a return of Title IV (R2T4) calculation to withdraw the student from his/her initial program of study. 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 awarded federal aid in the new program. (Refer to the Transfer Policy and Re-Entry Policy for further information)

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 federal financial aid package.

Policy

An overaward exits if any of the following conditions are met:

- The University awards federal financial aid to a student who is ineligible for the amount received
- A student’s award in an individual federal program exceeds the regulatory maximum
- Student’s federal financial aid package exceeds his/her need
- Student’s award exceeds his/her cost of attendance (COA)
- Student is receiving a Federal Pell Grant or Iraq and Afghanistan Service Grant (IASG) at multiple schools for the same period of enrollment

An overpayment can occur:

- When an overaward cannot be corrected since some or all federal financial aid disbursements have been made
- Immediately at the time a student receives funds for a federal program for which he/she has zero eligibility

Overawards

Adjusting Disbursements

The University first attempts to eliminate an overaward by replacing the EFC with non-need-based loans, provided the student has not been awarded up to the COA. If the overaward is not resolved by replacing the EFC, the University will eliminate the overaward by cancelling or reducing any future Direct Loans or private loans first. The University may also attempt to eliminate an overaward by using actual COA charges for the academic year. If, after making these adjustments, an overaward still exists, the University will reduce aid in the following order:

- Private Loan
- Direct Graduate/Professional PLUS Loan
- Direct Parent PLUS Loan
- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Institutional Grant or Scholarship aid

Federal 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.

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 the student’s need, the University must reduce other financial aid to eliminate the overaward. However, if the IASG payment by itself does not exceed the student’s need, the University must reduce other financial aid to eliminate the overaward. If a student receiving an IASG becomes Pell 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**

Direct Subsidized Loans, in combination with other need-based aid, cannot exceed a student’s need or COA. Direct Unsubsidized Loans or Direct PLUS Loans, in combination with other EFA, cannot exceed a student’s COA.

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) EFA for the period the loan was intended and the combined amount of EFA and loans will exceed 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 already done; or
- Reducing or returning one or more disbursements to eliminate the overaward.

**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 overaward.

**Overpayments**

If an overpayment exists, it must be repaid to the Department of Education (ED). The responsibility will determine who must return the funds.

**University Responsibility**

If the overpayment occurs due to an error made by the University, the University is responsible for the overpayment and must repay the entire amount of the overpayment. The following are examples of overpayments for which the University is responsible:

- Unresolved overawards;
- Failure to complete verification;
- Miscalculated COA;
- Payment in excess of loan limits;
- Application errors or misreporting;
- Required recalculations not performed;
- R2T4 calculations

In the scenarios listed above, the University may attempt to collect the amount from the student. However, the student is never reported to the National Student Loan Data System (NSLDS) or referred to ED for collection. This debt does not result in the loss of federal financial aid eligibility for the student.

**Student Responsibility**

If the overpayment occurs due to an error made by the student, the student is responsible for the overpayment and must repay amounts of $25 or more. The University will notify the student of the repayment and inform the student that failure to repay or make satisfactory arrangements to repay the overpayment will result in loss of federal financial aid eligibility.

**Overpayment Resulting from Return to Title IV**

If a student withdraws from the University and as a result of a Return to Title IV (R2T4) Calculation the student has a Federal Pell Grant overpayment, the University immediately sends a written notice to the student requesting repayment of the overpayment amount. The notice, sent within 30 days of the date of determination, will state 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 repayment arrangements, after the University has contacted the student, the University must refer the overpayment to the U.S. Secretary of Education for collection purposes.

**Other Resources**

Federal financial aid, including other resources (Refer to the Packaging Philosophy Policy for examples of other resources), may not exceed a student’s COA and/or federal financial need. At times, the University may receive financial assistance, in the form of other resources, 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 in which it was received.
Packaging Policy

Overview
The Packaging Philosophy Policy addresses the University’s packaging of financial assistance and its process to ensure students’ awards do not exceed their total cost of attendance (COA) for an academic year.

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. The University treats all applicants in the same manner when awarding funds, packaging up to the student’s cost of attendance (COA) by replacing the expected family contribution (EFC) with non-need based aid, unless otherwise specified by the student (or parent in case of a PLUS loan).

Loan amounts that exceed the EFC must be counted as estimated financial assistance.

Determining Need
The University subtracts the EFC and all estimated financial assistance (EFA), which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and other resources from the COA to determine need for Subsidized Loan eligibility.

Example:

\[
\begin{align*}
\text{COA} & : \$12,500 \\
\text{EFC} & : -2,500 \\
Pell Grant & : -1,600 \\
\text{FSEOG} & : -500 \\
\text{Scholarship (Other Resources)} & : -1,400 \\
\hline
\text{Need} & : \$6,500
\end{align*}
\]

Federal Pell Grant/Iraq and Afghanistan Service Grant
The Federal Pell Grant (including those funds awarded under Children of Fallen Heroes or Children of Soldiers) or, alternatively, Iraq and Afghanistan Servicemembers Grant (IASG) is considered to be the first source of financial assistance to the student.

The Iraq and Afghanistan Service Grant is NOT considered EFA. It is never included in determining if a student’s EFA exceeds need or COA.

Other Resources (Other Non-Federal Financial Aid Resources)
To assist in meeting their educational expenses, students are encouraged to seek financial assistance such as scholarships/grants from external sources. Outside scholarships/grants are considered other resources against federal need and COA.

Other resources include, but are not limited to, the following:

- External grants and scholarships
- University grants and scholarships
- Employer Tuition Assistance or Reimbursement
- Military tuition benefits, including benefits paid under Chapter 101 of Title 10

\begin{align*}
\text{AmeriCorps} & \\
\text{University tuition discounts and waivers} & \\
\text{University administration tuition and/or student account adjustments} & \\
\text{Income from insurance programs that pay for the student’s education} & \\
\text{Private loans} & \\
\text{Private and State grants} & \\
\text{Tribal aid} & \\
\text{Other financial assistance paid directly to the University} & \\
\text{Note: If an affected individual (student and/or parent, if applicable) impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)) notifies the University that he/she has been impacted, any federal or state aid, whether in the form of grants or low-interest loans, received by the affected individual for the purpose of providing financial relief is not counted as EFA for packaging purposes. Students should contact Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679 for further information.}
\end{align*}

EXCEPTION: The following benefits are excluded as estimated financial assistance: Chapter 103 of Title 10, Chapter 106A of Title 10, Chapter 1606 of Title 10, Chapter 1607 of Title 10, Chapter 30 of Title 38, Chapter 31 of Title 38, Chapter 32 of Title 38, Chapter 33 of Title 38, Chapter 35 of Title 38, Section 903 of the Department of Defense Authorization Act, 1981, Section 156(b) of the “Joint Resolution making further continuing appropriations and providing for productive employment for the fiscal year 1983, and for other purposes”, Provisions of Chapter 3 of Title 37

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.

Private loans are NOT considered EFA UNLESS the loan substitutes for the EFC and exceeds it, in which case the loan funds which exceed the EFC are considered EFA.

Determining Remaining Non-Need Based Aid
The University subtracts all estimated financial assistance (EFA), which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and other resources, as well as any Subsidized Loan eligibility from the COA to determine the remaining need for non-need based federal financial aid (Unsubsidized, Parent PLUS, and/or Federal Direct Graduate/Professional PLUS Loans). NOTE: The EFC is NOT included when determining the remaining non-need based aid:

\[
\begin{align*}
\text{COA} & : \$12,500 \\
Pell Grant & : -1,600 \\
\text{FSEOG} & : -500 \\
\text{Scholarship (Other Resources)} & : -1,400 \\
\text{Direct Subsidized Loan} & : -3,500 \\
\text{Remaining Need for Non-Need Based Aid} & : \$6,500
\end{align*}
\]

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.
Conflicting Information and Other Resources
At times, the University may become aware of financial assistance received by the student for which it was previously unaware. The University is responsible for resolving conflicting information in a student’s file and must ensure any newly received financial assistance is accounted for in the student’s award.

Re-Entry Policy

Overview
The Re-entry Policy addresses how the University will treat Title IV 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 re-enter into a different program of study. The 180 days is determined by counting the days between the student’s official last date of attendance (OLDA) in a course required of the program and the start date of the first course the student attends after returning. Note: OLDAs that occur during a course extension period or a University institutionally scheduled break are excluded; in these instances, a prior OLDA that meets the requirements is used for the count of days (see the Return of Title IV Policy for further information). This federal financial aid Re-entry policy is separate from the institution’s Academic Program Re-entry policy.

Policy

Re-entry within 180 days to the same program
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. Upon the student’s re-entry, the University will evaluate and update, as needed, the student’s academic year, loan period, payment periods, and disbursement dates according to academic year definitions (Refer to the Academic Year Definition Policy and Disbursements Policy for further information). Regardless of these updates, however, the student’s cost of attendance will reflect the original educational costs associated with the payment period from which the student withdrew. Typically, the student is not eligible for any additional federal financial aid unless the student's previously awarded and/or disbursed federal financial aid funds have been cancelled or returned when the student withdrew.

Presuming the student’s eligibility for federal financial aid funds has not changed, in these instances the student is immediately eligible to receive the cancelled or returned federal financial aid funds. The University will take the following actions, if applicable, for a student who re-enters the same program within 180 days:

- Re-instate any federal financial aid funds for the payment period or academic year that had been awarded and then cancelled
- Disburse federal financial aid for the payment period the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew
- Re-disburse federal financial aid that was disbursed and returned under the Return of Title IV (R2T4) provisions
- Cancel any overpayments assessed to the student as a result of the prior withdrawal

- 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.

When determining the award year from which federal financial aid funds will be re-disbursed or awarded/disbursed, the University must determine whether or not the original federal award year used to award federal financial aid for the applicable payment period remains open with the U.S. Department of Education. Once this determination is made, the University will proceed as follows:

- Federal Pell Grant:
  - Original Federal Award Year Open
    - The University will reinstate and disburse Federal Pell Grant funds under this Federal Award Year through the Common Origination and Disbursement (COD) website.
  - Original Federal Award Year Closed
    - The University will request the Federal Award Year be opened through the COD website, and
    - Once open, the University will reinstate and re-disburse Federal Pell Grant funds under this Federal Award Year through the COD website.

- Campus Based:
  - Funds Available from Original Federal Award Year
    - If the student was awarded campus-based funds and the funds are still available from the original federal award year, the University will reinstate and disburse campus based program funds from the original federal award year.
  - Funds Not Available from Original Federal Award Year
    - If the student was awarded campus based program funds and the funds are no longer available from the original federal award year, the University may, at its discretion, award campus based program 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. (Refer to the Campus Based Programs Policy for information on maximum annual award amounts)

- Federal Direct Loans:
  - Original Federal Award Year Open
    - If the student was awarded Federal Direct Loan (DL) funds and the federal award year used to award these DL funds is still open, the University will re-instate and disburse the DL funds under this Federal Award Year through the COD website.
    - The cost of attendance (COA) and expected family contribution (EFC) will reflect the educational costs associated with this Federal Award Year used to award the DL funds.
  - Original Federal Award Year Closed
    - If the student was awarded DL funds and the Federal Award Year used to award these DL funds is closed, the University will return all DL funds disbursed (for the applicable loan period) for this closed Federal Award Year, cancel any remaining disbursements for the applicable loan period, and re-award and disburse DL funds using an open Federal Award Year.
    - The COA and EFC will reflect the open Federal Award Year educational costs used to award the DL funds. Note, this may result in a change in the student’s eligibility for subsidized and unsubsidized DL’s.
If a student wishes to re-enter the University, the student should contact Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679 for further information.

If a student returns to the University within 180 days and before the required federal financial aid funds are returned due to an R2T4 calculation, the University will not return the federal financial aid funds.

Re-entry after 180 days in the same program

When a student withdraws from the University and re-enters in the same program after 180 days have elapsed, the University must 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 for the program constitute one-half of an academic year (AY) or less, the remaining hours will constitute one payment period. (Refer to the Academic Year Definition Policy and Disbursements Policy for further information.)

If the start of the program’s new AY overlaps with its previous AY, meaning the start of the program’s new AY begins before the calendar end date of its prior AY, all prior federal financial aid funds disbursed will be taken into consideration when packaging the student for the new AY.

Re-entry into a Different Program of Study (within or after 180 days)

When a student withdraws from the University and re-enters into a different program of study at any time, the University will award the student based on new payment periods in the new program. (Refer to the Academic Year Definition Policy and Disbursements Policy for further information.)

If the start of the new program’s AY overlaps with the previous program’s AY, meaning the start of the new program’s AY begins before the calendar end date of the prior program’s AY, all prior federal financial aid funds disbursed for the prior program’s AY will be taken into consideration when packaging the student for the new program’s AY.

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 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).

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 programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts is treated as a post withdrawal disbursement. A R2T4 calculation is not performed if the federal financial aid recipient withdraws after successfully completing the payment period AND all funds awarded for that period have been disbursed.

Withdrawal Date
The University’s Withdrawal Policy states for official, unofficial, and administrative withdrawals the University will use the student’s last academically related activity (ARA) to establish the student’s withdrawal date.

Exceptions
However, if this date occurs during an institutionally scheduled break or during a course extension period, it will not be used to establish a student’s withdrawal date at the University for the R2T4 calculation purposes. In these instances, the student’s withdrawal date and date of determination for the R2T4 calculation purposes will be established as follows:

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

Date of Determination
The Date of Determination (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.

The DOD for students who post academic related activities during a course extension period will be the day after a grade of anything other than IX posts.

For example:
The University has a scheduled holiday break from December 20 thru January 4. The student posts an ARA on December 19th and December 27th. The student withdraws. The student’s last ARA was on December 27th, which was during the scheduled break. The student requires an R2T4 calculation; the student’s withdrawal date for the R2T4 calculation would be December 19th (the most recent ARA prior to the scheduled break). In addition, the DOD is January 19th (the 15th day after the end date of the institutionally scheduled break).
Return Calculation

The amount of federal financial aid earned is calculated by determining the percentage of the payment period completed 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

Inadverent 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 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 and administrative breaks of five or more consecutive days.
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.

To recognize that students completing more than 60% of the payment period earn 100% of their federal financial aid, amounts of 0.6001 through 0.6004 are not rounded for purposes of determining whether a student earned 100% of the federal financial aid for the payment period.

Rate of Progression Calculation

The percentage of the period completed is calculated as follows:

\[
\text{Percentage of Federal Financial Aid Earned} = \frac{\text{Number of calendar days completed in the payment period}}{\text{Total number of calendar days scheduled to complete in the payment period}} \times 100\%
\]

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
- Administrative
- Student scheduled or selected breaks of five (5) consecutive calendar days or more between course end date and subsequent course start date
- 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 scheduled to complete 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 Total Calendar Days Scheduled to Complete 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.
- Competency Based Education (CBE) Program - 112 days if one to four courses are needed

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 closures
- Unapproved breaks of less than 180 days (Refer to the Re Entry Policy for additional information)

Rate of Progression Examples

The following illustration demonstrates how an institution calculates the "total days completed" and the "total days scheduled to be completed" in a payment period when there are calendar days that must be excluded from the rate of progression calculation.
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;
- 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 or, as applicable. 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 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 funds unearned.

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<th>Total # of calendar days scheduled to be complete in the payment period</th>
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<td>140</td>
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Days Completed
To determine the total calendar days completed by the student (numerator), calculate the number of calendar days from the first day of the payment period to the student's last date of attendance, then subtract all applicable exclusion periods.

Days Scheduled to be Completed
To determine the total calendar days scheduled to be completed in the payment period (denominator), calculate the number of calendar days from the first day of the payment period to the last day of the payment period, then subtract all applicable exclusion periods. In this example, the student completed 54.3% of the payment period.

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 requirements, funds are otherwise required to be released.

In the R2T4 calculation, the University includes any federal financial 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 student'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 withdraws. Upon application of any applicable refund policies, a federal financial aid credit balance is allocated first to repay grant overpayments owed by the student as result of the current withdrawal.

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)
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. 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 disbursement. 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.

**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 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.

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**Federal Financial Aid Satisfactory Academic Progress (SAP) Policy**

**Overview**

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

**Policy**

The University will calculate a student's FA SAP based on the student's primary program. Students must maintain FA SAP throughout the duration of their primary program to remain eligible for federal financial aid. FA SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's primary program. For any questions regarding FA SAP, contact Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679.

**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.

The University uses the GPA provided by the academic system of record at the time FA SAP is evaluated (e.g. at the completion of the payment period). If a student applies for and is granted an academic reprise for a course(s), the program GPA being used to evaluate FA SAP will be different than the program GPA recorded for academic purposes by the University’s Registrar. This is to ensure all attempted courses are being taken into consideration, as required, when calculating a student’s FA SAP as required by ED regulations.

**Qualitative Exclusions**

The following are excluded from the qualitative computation:

- Waivers
- National Testing Programs
- Courses with the following grades:
  - In Progress Extension (IX)
  - AUDIT (AU)
  - Incomplete (I)
  - In Progress (IP)
  - No grade awarded (QC)
  - Passing (F)
  - 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)
Quantitative Measure
The University provides the total credit hours required to complete each academic program. Pace of completion is automatically evaluated for all periods of attendance at the University, including periods the student did not receive federal financial aid.

Transfer credits, taken at other institutions and applied towards the student's primary program/version at the University, are included in both attempted and completed hours when measuring the student's pace of completion.

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 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.

Pace of Completion
The quantifiable 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 cumulative credit hours attempted toward completion of the primary program. Credit hours taken at other institutions and accepted toward a student's primary program at the University are included in both attempted and completed credit hours when measuring pace of completion.

Courses from which the student posts an academic related activity and subsequently withdraw 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:

- Courses completed with the following grades:
  - A, B, C, D, and F (+/-)
  - Incompletes (I, IX and IP)
  - Withdrawal/Failing (WF)
  - No grade awarded (QC)
  - Pass (P)

The University rounds the calculation to the nearest hundredth of a percentage to determine if SAP has been met or not (example: 66.666 = 66.67%).

If a student applies for and is granted an academic reprieve for a course(s), the course will continue to be included in the pace of completion calculation. This is to ensure all attempted courses are being taken into consideration, as required, when calculating a student’s FA SAP as required by ED regulations.

Evaluation
The University evaluates FA SAP for the student’s primary program, based on a completed payment period (generally, at least 12 credit hours). As a result of the evaluation, a student is assigned an FA 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 FA SAP at the end of the subsequent 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.

The University will not disburse federal financial aid funds to students on FD status.

Financial Aid Probation
If a student is placed on FD, the student may apply for an SAP appeal. Students on FD status who are granted a financial aid appeal is approved will be placed on financial aid probation (FP) status. Students who are placed on an FP status are eligible for federal financial aid for one probationary payment period. The University will disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. At the completion of this probationary payment period, 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 FA SAP Professional Judgment (PJ) Form to Student Financial Services - Operations. The FA SAP PJ form is located on the student website. If there are significant extenuating circumstances, the student's eligibility for federal financial aid may be reinstated for one financial aid probation payment period.

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

The University allows a student to have a maximum of two approved appeals during their lifetime at the University. These appeals cannot be consecutive. Examples of significant extenuating circumstances may include, but are not limited to the following:

- Death of a relative
- An injury or illness of the student
- Other unusual or special circumstances
Students must explain on the FA SAP PJ Form why the nature and timing of their significant extenuating circumstance(s) directly prohibited them from meeting and maintaining FA SAP, and what has changed in their circumstances that would allow them to demonstrate FA SAP at the next evaluation. If students have more than 12 credits remaining in their primary program, 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 FA SAP regains eligibility only when the student meets the University’s FA SAP requirements. Therefore, if a student loses eligibility for federal financial aid as a result of not meeting FA SAP requirements, the student must pay for credit hours taken during the ineligible payment period using non-federal financial aid funds. 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.

If the student meets all FA 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 40 weeks of instructional time.

**Program Changes**

Students who change primary programs at the University are re-evaluated to determine which credits apply to the new primary program. The student’s FA SAP status at the beginning of the new program will be RG and 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 FA SAP status will reflect the last status of the original program.

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

**Re Enters**

If a student withdraws from the University and subsequently re-enters into the same primary program, whether within 180 days or after 180 days, the FA SAP status at the time of re-entry and for the first payment period upon re-entry will be the FA SAP status the student had prior to his/her withdrawal.

If the student re-enters, at any point, into a different primary program, the FA SAP status will reset to Regular Student (RG) status.

**Repeat Courses**

Grades for prior attempts, whether successfully completed or not, are excluded when calculating the qualitative (GPA) component. However, credits from all attempts are included when assessing if the student meets the quantitative (pace and maximum timeframe) component.

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

**Transfer Policy**

**Overview**

The Transfer policy documents the University’s treatment and determination of federal financial aid eligibility for students who transfer to the University from another school or advance programs (a.k.a. finish one program and begin another program) at the University.

**Policy**

**Transfers**

Students who enroll in a program at the University who have overlapping academic years (AY’s) with a prior program, either at the University or at another institution are referred to as transfers. An overlapping AY exists if the student begins a program at the University prior to the expiration of the student’s prior school’s AY. There are 3 types of transfers: external, internal, and advancing programs.

**External transfers**

Student previously attended a program at an institution other than the University of Phoenix.

**Internal Transfers**

Student previously attended a program at the University of Phoenix but did not complete this program.

**Advancing Programs**

Student previously attended a program at the University of Phoenix, completed this program, and began another program at the University.

*If a student wishes to advance programs at the University, the student should contact Enrollment Services at (844) 937-8679.*

**Awarding Federal Aid**

For all types of transfers, the University will award all federal financial aid (Federal Pell Grant, IASSG, FSEOG, and Direct Loans) based on a full academic year in the (new) program at the University. (Refer to the Academic Year Definition Policy for further information on defined academic years)

**Federal Pell Grant Award**

A student cannot receive more than 100 percent (or 150 percent, if the student is enrolled and eligible for a Year-Round Pell award) of his or her scheduled Pell Grant award for a federal aid 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 aid 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. The University also ensures the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU).

The remaining Federal Pell Grant award amount may not be divided equally across the payment periods (PP) in the new program. Instead, the Federal Pell Grant funds must 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 Pell Grant annual award.
Pell Example: A student received a portion of a Federal Pell Grant for a program at ABC University, withdrew and then enrolled in a program at the University. The AY for the program at ABC University overlaps with the AY for the program at the University during the same federal award year.

The student’s remaining Federal Pell Grant eligibility is $4,749. 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 Pell Grant award in the first PP. If the second PP of the AY 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.

The University rounds to the nearest whole dollar when calculating Federal Pell Grant disbursement amounts.

Federal Direct Loan Award

If the student is eligible for the Federal Subsidized and/or Unsubsidized Direct Loan program, the loan(s) at the University may not exceed the remaining balance of the student’s annual loan limits after the disbursements in the previous program are considered. The University also ensures the loan(s) awarded do not permit the student to exceed their lifetime aggregate undergraduate/graduate borrowing limits.

Direct Loan Example: A student received Subsidized and Unsubsidized Direct Loan disbursements at ABC University, withdrew and then enrolled in a program at the University. The AY for the program at ABC University overlaps with the AY for the program at the University.

The student is enrolled in a program at the University as a first year, independent undergraduate student with maximum annual Subsidized Direct Loan eligibility of $3,500 and Unsubsidized Direct Loan eligibility of $6,000.

Calculations to Determining Direct Loan Award Amounts

Remaining Subsidized Loan Eligibility
(Annual Subsidized Direct Loan Limit - Subsidized Direct Loan funds disbursed)
$3,500 - $1,750 = $1,750

Remaining Unsubsidized Loan Eligibility
(Annual Unsubsidized Loan limit - Unsubsidized Loan funds disbursed)
$6,000 - $2,000 = $4,000

The University must now determine the student’s remaining Subsidized and Unsubsidized Direct Loan eligibility for the 1st AY in the program at the University.

University’s Program’s Academic Year 1 Federal Pell Grant Award

First PP
$3172
Second PP
$1,586

These remaining loan fund amounts will be disbursed based on the PPs in the AY/LP at the University. (Refer to the Disbursements Policy for additional information)

Federal Supplemental Opportunity Grant Awards

The Federal Supplemental Opportunity Grant (FSEOG) will follow the same awarding process as the Federal Pell Grant program and Direct Loan Program, starting a new academic year and payment periods based on the program the student is transferring/advancing into at the University.
Verification and Conflicting Information 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 institutional student information record (ISIR) or student aid report (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. Students selected for verification must submit all of the required documentation requests in order to be reviewed for federal financial aid eligibility.

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
  - Untaxed Portions of IRA Distributions and Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
- Non-Tax Filers
  - Income Earned from Work
  - Number of Household Members
  - Number in College

Custom Verification Group (V4)
The University verifies the following information for students selected for custom verification:
- High School Completion Status
- Identity/Statement of Educational Purpose

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
- Tax Filers:
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions and Pensions
  - IRA Deductions and Payments
  - Tax Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
- Non-Tax Filers:
  - Income Earned from Work
  - Number of Household Members
  - Number in College

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.

Acceptable Documentation V1 and V5
The following documentation is acceptable for completing verification of tax filers:
- Specified tax year's tax account information of the tax filer that the Secretary has identified as having been obtained from the Internal Revenue Service (IRS) through the IRS Data Retrieval Tool and that has not been changed after the information was obtained from the IRS;
- A transcript obtained at no cost from the IRS or other relevant tax authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government that lists 2018 tax account information of the tax filer; or
- A signed copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority of a U.S. territory, or a foreign government that lists the specified tax year's tax account information of the tax filer.

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.

Victims of Identity Theft
For an individual who was a victim of IRS tax-related identity theft, the University may accept the following documentation:
- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

If a filer 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. However, the filer must first attempt to get a TRDBV before he/she can use a copy of other official IRS documentation.

Filers of Joint Returns Who Are No Longer Married
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,
- A transcript obtained from the IRS or other relevant tax authority that lists the specified tax year's tax account information of the tax filer(s); or
- A copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority that lists the specified tax year's tax account information of the tax filer(s); and
University of Phoenix, 2020-2021

- A copy of IRS Form W 2 for each source of employment income received for the specified tax year or an equivalent document
- 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.

**Amended Tax Return**

When the University becomes aware that a tax filer has filed, or will file, an amended tax return, it will obtain a signed copy of the IRS Form 1040X that was filed with the IRS for the specified tax year, in addition to one of the following:

- An IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, or a copy of the tax return;
- OR
- IRS DRT information on an ISIR record with all tax information from the original tax return

In rare cases, when an applicant and/or spouse, or parent(s) did not file an IRS Form 1040X with the IRS, but whose tax and income information was amended by the IRS, the University may accept documentation that includes the change(s) made by the IRS, in addition to one of the items mentioned above.

Note: The University will submit to the Secretary any changes to a nondollar item or a single dollar item of $25 or more.

**Other Tax Returns**

If the tax filer filed a tax return with Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, or Guam, the University will obtain a signed copy of the income tax return filed with the relevant tax authority.

If the tax filer filed a tax return with the tax authority for American Samoa, the person must provide a copy of his/her tax account information.

If the tax filer filed a tax return with tax authorities not mentioned above, (i.e. foreign tax authority) and the person indicates that he/she is unable to obtain the tax account information free of charge, the person must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his/her income tax return that was filed with the relevant tax authority.

The income and tax information are converted to U.S. dollars and the University uses the information on the forms that most closely correspond to the income information reported on an IRS tax return. If an individual from a foreign country is not required under the country’s government agency rules to file an income tax return, the University will accept a signed statement from the individual certifying all income and taxes paid for the tax year.

**Filing Extensions**

If the individual has been granted an automatic six-month extension by the IRS, the applicant must still verify income and tax information either by using the IRS Data Retrieval Tool or by submitting to the University an IRS Tax Return Transcript. If the required documentation is not submitted to the University by the established deadline, the student must return all Title IV aid disbursed before the student was selected, except for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. However, this is not applicable to individuals granted a filing extension beyond the University’s established deadline because the individual was called up for active duty or for qualifying National Guard duty during a war or other military operation or national emergency (Refer to the HEROES Policy for further information).

If the individual(s) has been granted a filing extension by the IRS beyond the automatic six-month extension for the tax year, the University will 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;”
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension for the applicable tax year;
- Confirmation of non-filing from the IRS or other relevant taxing authority dated on or after October 1, 2019, except dependent students (“Verification of Nonfiling Letter”);
- See “Non-Tax Filers” section below if individual is unable to obtain a “Verification of Nonfiling Letter”
- 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; AND
- If self-employed, a signed statement certifying the amount of the AGI and U.S. income tax paid for the specified tax year;

Note: The University will not delay completing verification if the above documentation is submitted for those individuals granted IRS extensions. However, if the University receives the actual IRS transcript at a later date, it must reverify the AGI and taxes paid.

**Non Tax Filers**

Students, spouses, and/or parents who have not filed a tax return, and are not required to file, will not have an AGI. They must report income earned from work on the FAFSA, including any income reported on the individual’s W-2 forms, and other earnings from work not reported on these forms. If selected for verification and income was earned, the student, spouse, and/or parent are required to provide copies of W-2 forms from each employer. In addition, the person must provide a signed statement certifying the sources and amounts of income earned from work not on W-2s and that the person has not filed and is not required to file a tax return.

The University will also require the person (except dependent students) to submit a “Verification of Nonfiling (VNF) Letter” from the IRS dated on or after October 1, 2019. If an individual is unable to obtain VNF from the IRS and the University has no reason to question the good-faith effort to obtain the required documentation, the University will accept the following:

- A signed statement certifying that the individual
  - Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the requirement documentation; and
  - Has not filed and is not required to file an applicable income tax year return, and a listing of the sources of any applicable year income earned by the individual from work and the amount of income from each source; and
- A copy of IRS form W-2, or an equivalent document, for each source of applicable tax year employment income received by the individual.

If a student, spouse, and/or parent submits a signed statement claiming non-tax filer status and the University has reason to believe the person was required to file a U.S. tax return, this constitutes conflicting information and must be resolved.

The following is a chart to assist in determining whether or not an individual is required to file an income tax return.
Advance payments of the premium tax credit were made for you, your spouse, or a dependent. You or whoever enrolled you should have received Form(s) 1099-H showing the amount of the advance payments.

You are required to include amounts in income under section 965 or you have a net tax liability under section 965 that you are paying in installments under section 965(h) or deferred by making an election under 965(i).


### Number in Household

The University requires the student (if dependent, requires the parent) submit a verification worksheet (VWS) listing the name and age of each household member and the relationship of that household member to the student.

**NOTE:** If, at the time of filing a FAFSA, the household information was correct, the information cannot subsequently be updated. If, at the time of filing a FAFSA, the household information was incorrect the STUDENT must correct the information on his/her student aid report (SAR). The University cannot update incorrect information if the student was not selected for verification.

### Number in College

The University requires the student (if dependent, requires the parent) submit a verification worksheet (VWS) 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 specified award year and the name of the educational institution must be listed.

**NOTE:** If the name of the educational institution listed is not an eligible postsecondary educational institution, the University will make a correction to remove the name of the household member from the in college.

### Acceptable Documentation V4 and V5

The University will accept the following as resolution of V4 and V5 verification.

**NOTE:** Until all requested documents are submitted, and verification is completed, no federal financial aid will be disbursed to the students selected for V4 or V5 verification.

### High School Completion

To verify high school completion, the University will accept the following types of documentation:

- **High school diploma:**
  - A copy of the student's high school diploma;
  - A copy of the student's final 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

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<table>
<thead>
<tr>
<th>If your filing status is...</th>
<th>AND at the end of 2019 you were...*</th>
<th>THEN file a return if your gross income was at least...**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>under 65</td>
<td>$12,200</td>
</tr>
<tr>
<td></td>
<td>65 or older</td>
<td>$13,850</td>
</tr>
<tr>
<td>Married filing jointly***</td>
<td>under 65 (both spouses)</td>
<td>$24,400</td>
</tr>
<tr>
<td></td>
<td>65 or older (one spouse)</td>
<td>$25,700</td>
</tr>
<tr>
<td></td>
<td>65 or older (both spouses)</td>
<td>$27,000</td>
</tr>
<tr>
<td>Married filing separately</td>
<td>any age</td>
<td>$5</td>
</tr>
<tr>
<td>Head of household</td>
<td>under 65</td>
<td>$18,350</td>
</tr>
<tr>
<td></td>
<td>65 or older</td>
<td>$20,000</td>
</tr>
<tr>
<td>Qualifying widow(er)</td>
<td>under 65</td>
<td>$24,400</td>
</tr>
<tr>
<td></td>
<td>65 or older</td>
<td>$25,700</td>
</tr>
</tbody>
</table>

In addition to the above chart, a person must file a return if any of the conditions below apply for the tax year.

- You owe any special taxes, including any of the following.
  - Alternative minimum tax.
  - Additional tax on a qualified plan, including an individual retirement arrangement (IRA), or other tax-favored account. But if you are filing a return only because you owe this tax, you can file Form 5329 by itself.
  - Household employment taxes. But if you are filing a return only because you owe this tax, you can file Schedule H by itself.
  - Social security and Medicare taxes on tips you did not report to your employer or on wages you received from an employer who did not withhold these taxes.
  - Recapture of first-time homebuyer credit.
  - Write-in taxes, including uncollected social security and Medicare or RRTA tax on tips you reported to your employer or on group-term life insurance and additional taxes on health savings accounts.
  - Recapture taxes.
  - You (or your spouse, if filing jointly) received HSA, Archer MSA or Medicare Advantage MSA distributions.
  - You had net earnings from self-employment of at least $400.
  - You had wages of $108.28 or more from a church or qualified church-controlled organization that is exempt from employer social security and Medicare taxes.
  - Advance payments of the premium tax credit were made for you, your spouse, or a dependent who enrolled in coverage through the Marketplace. You or whoever enrolled you should have received Form(s) 1095-A showing the amount of the advance payments.
- 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
- Homeschool
- If the state requires by law that students obtain a secondary school completion credential for homeschool, a copy of that credential is needed
- If the state does not require the above credential, a transcript or the equivalent signed by the student's parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting

**Identity/Statement of Educational Purpose**

The following is acceptable documentation to verify a student's statement of educational purpose/identity:
- An unexpired valid government-issued photo identification, such as a driver's license or passport
- A copy of a government-issued photo identification 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.

**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, the student is responsible for repaying all federal financial aid for which he/she is eligible, including funds already disbursed for the award year. The student does not have to repay any Direct Loan disbursements made prior to selection as these funds will be repaid according to the terms of the master promissory note; however, the University will cancel any further Direct Loan.

**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.

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.

If the University has reason to believe a student is trying to avoid completing verification requirements and/or suspects potential fraud, the University will initiate an investigation of the student. During the period of investigation, the University will cease award and disbursement of all federal financial aid funds to the student. If satisfactory resolution in the investigation cannot be reached, the student will lose eligibility for federal financial aid funds for at least the federal award year. In addition, based on the outcome of the University’s investigation, any credible information indicating that the student may have engaged in fraud or other criminal misconduct in connection with his or her application for federal student aid will be referred to the U.S. Department of Education's Office of Inspector General (OIG).

**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.

**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 it reports the payment. Note: This reporting requirement applies even if the student's application was not selected for verification, the University will required the verification be adjusted EFC on the valid SAR/ISIR.

For all other subsidized student financial assistance programs, if the 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**

If a student requests a professional judgment and is also selected for verification, the University will initiate an investigation of the student aid will be referred to the U.S. Department of Education's Office of Inspector General (OIG).

**Reporting the Student's Verification Status to the CPS**

When the University disburses a Federal Pell Grant 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 Federal Pell Grant, 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.

If based on corrections, there is an increase in the Federal Pell Grant amount and the student's valid ISIR is received after he/she is no longer enrolled but before the annual Federal Register deadline, the University will pay the student the higher award amount.

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
- Correction procedures (provided during the initial application process)
- Consequences of not returning the documents within the prescribed timelines, 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
During a crossover payment period (payment period crosses over June 30 and July 1), the University will award and disburse funds using the first federal award year ISIR that is ready to be used. Once a federal award year ISIR has been used for awarding and disbursing federal financial aid funds, the University will no longer follow up with the student on collecting documents to complete verification unless those documents are needed for a future academic 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 unselected 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 withdrawing from the University, the University is not aware that the student intends to reenroll for the award year, and no further disbursements (including late) will be made

Parents of a dependent student are exempt from verification requirements if any of the following apply:
- Both parents are mentally incapacitated,
- Both parents or the custodial parent has died
- 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 1) 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

If an affected individual, impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)), notifies the University that he/she has been impacted:

- For students whose records are lost or destroyed because of a natural disaster, the University is not required to complete verification. The student’s file is documented accordingly and the Pell Grant disbursements for students affected will reflect a verification status code “S”, which reflects selected but not verified.

- The University will waive the requirement of a signed parent statement verifying number of family members in household and number of family household members enrolled in an eligible postsecondary institution when no responsible parent can provide the required signatures because the parent is affected by a disaster. In these scenarios, the University will note and retain an explanation of why neither of the student’s parents was available to provide the statement.

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.

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
- High school completion
STUDENTS’ RIGHTS AND RESPONSIBILITIES

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 will 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 portal at: http://my.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, Mail Stop CF-A206, Phoenix, AZ 85040, Fax (480) 643-1600.

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:

• A Recognized Student Organization (RSO) is independently installed, organized, and managed by students enrolled and actively attending the University.
• All student members of a University RSO must be enrolled in and must have posted positive attendance within the last 90 days.
• RSOs 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 conduct violations and related disciplinary action.
• RSOs are recognized by, but not official units of UOPX.
• RSOs must have a published purpose/mission and goals/objectives, operate under a formal leadership/governance structure, participate in the annual assessment process, and maintain membership rosters, financial statements, meeting minutes, assessment plans and reports, etc. These items shall be submitted upon initial application and upon annual review or more frequently, as required or requested.
• Recognized Student Organization Application/Annual Report and Renewal Request submission must be accompanied by an Assessment Matrix attachment with assessment plan sections (Area Assessed, Criteria, University Learning Goals, Measure and Metric) columns completed. At the end of an application/renewal period the Assessment Matrix template submitted the year prior must be updated including the completed Findings and Action Plan sections.
• RSOs must have a University-approved University liaison. The role of the University 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, assessing, and sustaining a healthy and productive student organization. If it becomes necessary for a student organization to be dissolved, the University liaison will provide guidance/support to ensure a seamless exit strategy for the participating students, student organization, and the University.
• RSOs may not possess any financial ties or result in any financial impact to University of Phoenix. All expenses related to installing, organizing, leading, managing, and/or sustaining a RSO are the sole responsibility of the RSO.
The tax status of the University does not extend to RSOs. RSOs must follow all local, state, and federal guidelines. RSOs 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 RSOs allowed to use the federal tax numbers or designations of University of Phoenix.

Consistent with the UOPX Mission, RSOs must strive to enhance the student experience, the University culture, and their communities as demonstrated with the organization’s purpose/mission and charter.

RSOs must meet all Conditions of Recognition and agree to abide by all UOPX 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.

RSOs must be open to all students who meet the membership requirements. RSOs 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.

RSOs must submit a Student Organization Recognition application to the UOPX Office of Accessibility, Equity & Inclusion 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.

Recognition status will expire at the end of each fiscal year, August 31st. A request for recognition renewal must be submitted no later than August 31st each year to remain officially recognized as a RSO. Exceptions will be made for new RSOs with approval granted between July and December of that same year. Upon approval, recognition status and benefits will be renewed for one year. This ensures proper maintenance of each RSO’s recognition and continued compliance with regulatory, policy, and procedural changes.

RSOs that are academically oriented or request to install an institutional-level chapter/chapter must receive approval from the appropriate institutional sponsor.

The bylaws and/or policies for any RSO must meet the minimum standards outlined in the Recognized Student Organizations Handbook.

RSOs must meet one of the University’s approved RSO Types and Recognition Statuses as defined below.

Approved RSO “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 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 RSO Recognition “Statuses”

- University-Level Recognition - RSOs, 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, UOPX 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 chapter.

- Local Campus-Level Recognition - Additional local campus sites that have been approved by the University to operate under the governance/oversight of the institutional-level recognized charter/chapter. For example, the Phoenix 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 - RSOs which have been approved by the University and the participating RSO’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 - RSOs 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.

Equal Opportunity, Harassment, and Nondiscrimination

Policy on Nondiscrimination

The University is committed to providing an educational environment that is free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting equity in all aspects of the educational program or activity, the University has developed policies and procedures that provide a prompt, equitable, and impartial process for allegations of discrimination or harassment on the basis of protected class status and for allegations of retaliation.

Resolution Services oversees implementation of the University’s policy on Equal Opportunity, Harassment, and Nondiscrimination. The University’s Title IX Coordinator has the primary responsibility for coordinating the University’s efforts related to investigation, resolution, and implementation of sanctions to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.
The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The members of the Title IX Team are trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

   Bridget Beville, Vice President, Resolution Services & Title IX Coordinator
   4025 S. Riverpoint Parkway
   Mail Stop: CF-K303
   Phoenix, AZ 85040
   602-387-9936 mobile
   TIXC@phoenix.edu

   Kelly Hermann, Vice President, Accessibility, Equity & Inclusion & 504 Coordinator
   4025 S. Riverpoint Parkway
   Mail Stop: CF-S907
   Phoenix, AZ 85040
   602.387.9936
   Section.504Coordinator@phoenix.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Scope

The core purpose of this policy is the prohibition of all forms of discrimination. When an alleged violation of this policy is reported, the allegations are subject to resolution using one of two processes outlined below as determined by the Title IX Coordinator. These procedures may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Any person whose acts deny, deprive, or limit the educational access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person’s actual or perceived membership in the protected classes defined below is in violation of this policy.

This policy is interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University’s education program and activities or use University networks, technology, or equipment.

Jurisdiction

This policy applies to the University’s education program and activities, to conduct that takes place on campus or online or on property owned or controlled by the University or at University-sponsored events.

The University may also extend jurisdiction to off-campus and/or online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest, including any situation that is detrimental to the educational interests or mission of the University and/or has continuing effects on the University community.

Definitions

Advisor: The person chosen by a party or appointed by the University to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at a Formal Grievance Process hearing, if any.

Complainant: The individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class.

Education Program or Activity: Locations, events, or circumstances where the University exercises substantial control over both the University to provide accommodations to otherwise qualified disabled students in all University programs and activities. Questions may be directed internally to:

   Kelly Hermann, Vice President, Accessibility, Equity & Inclusion & 504 Coordinator
   4025 S. Riverpoint Parkway
   Mail Stop: CF-S907
   Phoenix, AZ 85040
   602.387.9936
   Section.504Coordinator@phoenix.edu

Mandated Reporter: Any University employee obligated by policy to share knowledge, notice, and/or reports of actual or suspected harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Preponderance of the Evidence: The standard of proof used to determine whether a Respondent is responsible for a violation of this policy, meaning whether a policy violation is more likely than not.

Protected Class: Race, color, religion, creed, sex, pregnancy (including lactation, childbirth, and related medical conditions), sexual orientation, gender, gender identity or expression, familial or marital status, age (40 or older), physical or mental disability, medical condition (any health impairment related to a diagnosis, record, or history of cancer), genetic information (including testing and characteristics), national origin, ancestry, ethnicity, citizenship, military or veteran status, or any other status or characteristic protected by applicable federal, state, or local law.

Respondent: The individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent designed to restore or preserve equal access to the education program or activity, including measures designed to protect the safety of all parties or the educational environment, or deter harassment, discrimination, and/or retaliation. Supportive measures may include, but are not limited to, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, security escorts, mutual restrictions on contact between the parties, changes in work location, leaves of absence, increased security and monitoring of certain areas, counseling referrals and other similar measures.
Title IX Coordinator: The official designated by the University to ensure compliance with Title IX and who has the primary responsibility for coordinating Recipient’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. For the purposes of executing this policy, a designee may be assigned by the Title IX Coordinator.

Prohibited Conduct

Harassment

Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. The University does not tolerate discriminatory harassment of any employee, student, visitor, or guest and will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce any individual covered by this policy.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes epithets, slurs, and negative stereotyping, and comments that are offensive or unwelcome regarding any characteristic or status protected by this policy or applicable law.
- Non-verbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or stereotyping, and comments that are offensive or unwelcome when the act is based upon the Complainant’s actual or perceived membership in a protected class.
- Physical harassment includes assault, unwanted touching, or blocking normal movement because of an individual’s protected status.

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational access, benefits, or opportunities. This discriminatory effect results from harassing verbal, non-verbal, written, graphic, or physical conduct that is severe or pervasive, and objectively offensive. When discriminatory harassment rises to the level of creating a hostile environment, the University may impose sanctions through application of the appropriate grievance process below.

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status, under the applicable Code of Conduct.

Sexual Harassment

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that defines the meaning of “sexual harassment” (including forms of sex-based violence). Under the Final Rule, the University must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” subject to its Title IX investigation and adjudication process.

Only incidents falling within the Title IX definition of sexual harassment will be subject to the Title IX Formal Grievance Process.

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity;
- Sexual assault (as defined in the Clery Act);
- Dating Violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act);
- Domestic Violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act);
- Stalking (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act).

All other incidents, including those that meet the following definition of sexual harassment will be subject to the Standard Grievance Process.

Sexual Harassment is unwelcome, sex-based and/or gender-based verbal, non-verbal, written, online and/or physical conduct that satisfies one or more of the following:

- Takes the form of quid pro quo harassment;
  
  Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of an individual’s work or educational development or performance, or evaluation thereof.

- Creates a hostile environment;
  
  A hostile environment is created when sexual harassment is severe, and/or persistent and/or pervasive and objectively offensive, such that it unreasonably interferes with, denies, or limits the ability to participate in or benefit from the University’s education program and activities.

- is retaliatory.

Other Civil Rights Offenses

The following offenses are prohibited forms of discrimination when the act is based upon the Complainant’s actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy.
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally.

Retaliation
Retaliation is defined as any materially adverse action taken because of a person’s participation in a protected activity. Protected activity includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, or assisting in providing information relevant to an investigation.

The University or any member of the University community is prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator for investigation.

Reporting Harassment, Discrimination and/or Retaliation
Reports of harassment, discrimination, and/or retaliation may be made at any time (including during non-business hours) using any of the following options:

- Directly to the Title IX Coordinator via phone, email, text or in-person;
- Directly to Resolution Services;
- By informing any mandated reporter, such as a faculty member, academic counselor, Campus Security Authority (CSA) or Human Resources Business Partner (HRBP);
- By calling the Ethics & Compliance Helpline at 888-310-9569 or filling out an online form at http://www.UOPXhelpline.com.

All University faculty and employees are mandated reporters and expected to report actual or suspected harassment or discrimination of which they become aware and must promptly share all known details of a report made to them in the course of their employment, including the identities of both parties, with the Title IX Coordinator.

All reports are acted upon promptly, and every effort is made by the University to preserve the privacy of reports, meaning information related to an allegation will be shared with a limited number of University employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report.

There is no time limitation on reporting. However, if the Respondent is no longer subject to the University’s jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be limited or impossible.

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the University community and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether to proceed when the Complainant does not wish to do so, and the Title IX Coordinator may sign a Formal Complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. The University will ensure that a Complainant’s name and other identifying information is not disclosed, while still providing enough information to make safety decisions in light of the potential danger.

Upon receipt of notice or a complaint of an alleged violation of this policy, the Title IX Coordinator engages in an initial assessment to determine jurisdiction and which process applies.

Anonymous Reports
Reports may also be made anonymously, without identification of the Complainant. However, anonymous reports typically limit the University’s ability to investigate, respond, and provide remedies, depending on what information is shared. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures can be provided. The University cannot provide supportive measures to an unidentified Complainant.

False Allegations & Information
Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action. Additionally, witnesses and parties providing knowingly false evidence or deliberately misleading an official conducting an investigation will be subject to discipline under the applicable Code of Conduct.

Amnesty
To encourage reporting and participation in the process, the University maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

Standard Grievance Process for Allegations of Harassment, Discrimination and/or Retaliation
The procedures described below apply to allegations of harassment, discrimination and/or retaliation on the basis of protected class status and Sexual Harassment as defined by this policy.

If a factual nexus exists between the allegation of harassment, discrimination and/or retaliation and the alleged actions, the Title IX Coordinator initiates one of two responses:

- Informal Resolution - typically used for less serious offenses and only when all parties agree, or when the Respondent is willing to accept responsibility for violating policy. This can also include a remedies-only response.
- Administrative Resolution - investigation of policy violation(s) and recommended finding, subject to a determination by the Title IX Coordinator and the opportunity to appeal to an Appeal Panel.
Resolution proceedings are private. All persons are expected to maintain the privacy of the proceedings in accordance with University policy.

The investigation and subsequent Administrative Resolution determine whether this policy has been violated. At any point during the initial assessment or investigation, if the Title IX Coordinator determines that reasonable cause does not support the conclusion that policy has been violated, the process will end, and the parties will be notified.

**Informal Resolution**

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter or when the Respondent accepts responsibility for violating this policy or when the Title IX Coordinator can resolve the matter informally by providing remedies to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process.

**Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent accepts responsibility, the Title IX Coordinator makes a determination that the individual is in violation of this policy and then determines appropriate sanction(s) or responsive actions, which are promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the conduct, both on the Complainant and the University community.

If the Respondent accepts responsibility for all of the alleged policy violations and the Title IX Coordinator has determined appropriate sanction(s) or responsive actions, which are promptly implemented, the process is over. The Complainant will be informed of this outcome. If Respondent accepts responsibility for some of the alleged policy violations, the remaining allegations will continue to be investigated and resolved.

**Administrative Resolution**

Administrative Resolution can be pursued for any behavior for which the Respondent has not accepted responsibility that constitutes conduct covered by this policy.

Administrative Resolution starts with a thorough, reliable, and impartial investigation. If Administrative Resolution is initiated, the Title IX Coordinator will promptly provide written notification of the investigation to the parties. Notification will include a meaningful summary of the allegations and the policies allegedly violated.

**Investigation**

The Title IX Coordinator assigns an Investigator(s) free from bias and conflicts of interest who will make a good faith effort to complete the investigation as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

The University aims to complete all investigations within a sixty (60) day period, which can be extended as necessary for appropriate cause by the Title IX Coordinator, with notice to the parties as appropriate.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to evidence.

Any evidence that is relevant and credible may be considered, including an individual’s prior misconduct history as well as evidence indicating a pattern of misconduct. The process should exclude irrelevant or immaterial evidence and may disregard or provide little weight to evidence lacking in credibility or that is improperly prejudicial.

The Investigator(s) will provide an investigation report summarizing the investigation and evidence and provide parties with a copy of the draft investigation report when it is completed, including relevant evidence, analysis, credibility assessments, and recommended finding(s). Each party has a full and fair opportunity to respond to the report in writing within ten (10) days of receipt. The Investigator(s) will incorporate relevant elements of the parties’ written responses into the final investigation report, include any additional relevant evidence, and make any necessary revisions.

The Investigator(s) will share the report with the Title IX Coordinator for review and feedback and then provide a final report to the Title IX Coordinator. The report will include recommended finding(s) based on a preponderance of the evidence.

**Determination**

Within a reasonable time of receiving the Investigator’s recommendation, the Title IX Coordinator reviews the report and all responses, and then makes the final determination on the basis of the preponderance of the evidence.

The recommendation of the investigation should be strongly considered but is not binding on the Title IX Coordinator. The Title IX Coordinator may invite and consider impact statements from the parties if and when determining appropriate sanction(s), if any. If the Respondent admits to the violation(s), or is found in violation, the Title IX Coordinator, in consultation with other administrators as appropriate, determines sanction(s) and/or responsive actions, which are promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the discriminatory conduct, both on the Complainant and the University community.

**Notice of Outcome**

The Title IX Coordinator will timely provide the parties with a written Notice of Outcome to include findings, any sanction(s), and a detailed rationale, delivered simultaneously to the parties. Unless based on an acceptance of violation by the Respondent, the determination may be appealed by either party.

The Notification of Outcome also includes the grounds on which the parties may appeal and the steps the parties may take to request an appeal of the findings.

**Sanctions**

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent’s disciplinary history
- Previous allegations or allegations involving similar conduct
- The need to bring an end to the discrimination, harassment, and/or retaliation
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation
• The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the University community
• The impact on the parties
• Any other information deemed relevant by the Title IX Coordinator

Range of Sanctions - Students
The following sanctions may be imposed upon students singly or in combination:
• Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/response actions.
• Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met.
• Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Recipient-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student’s official transcript.
• Withholding Diploma: The University may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities.
• Revocation of Degree: The University reserves the right to revoke a degree previously awarded for violations committed by a student prior to graduation.
• Other Actions: In addition to or in place of the above sanctions, the Title IX Coordinator may assign any other sanctions as deemed appropriate.

Range of Sanctions - Faculty
The following sanctions may be imposed upon faculty singly or in combination:
• Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure or directive will result in more severe sanctions, including the rescission of active faculty status.
• Implementation of a remediation plan as appropriate.
• Removal from assigned course(s)
• Restrictions on future teaching assignments
• Loss of teaching privileges altogether
• Other Actions: In addition to or in place of the above sanctions, the Title IX Coordinator may assign any other sanctions as deemed appropriate.

All Respondents are expected to comply with the assigned sanctions within the timeframe specified by the Title IX Coordinator. Failure to abide by the sanction(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s), including suspension, expulsion, and/or termination from the University and may be noted on a student’s official transcript.
A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Appeals
All requests for appeal must be submitted in writing to the Title IX Coordinator within ten (10) business days of the delivery of the Notice of Outcome. Either party may appeal, but appeals are limited to the following grounds:

• A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures.)
• To consider new evidence, unknown or unavailable during the investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
• The sanction(s) are disproportionate to the violation and the cumulative record of the Respondent.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party or other appropriate persons such as the Investigator(s), who may file a response within three (3) business days.
A three-member Appeals Panel will be designated by the Title IX Coordinator from those who have not been involved in the process previously and include a manager, director, and College Dean or Vice President. The Appeals Panel will review the appeal request(s) and if grounds are not sufficient for an appeal, or the appeal is not timely, the Appeals Panel dismisses the appeal.
If the Appeals Panel finds that at least one of the grounds is met by at least one party, additional principles governing the review of appeals include the following:
• Decisions are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s) only if there is compelling justification to do so.
• Appeals are not intended to be full re-hearings (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal.
• An appeal is not an opportunity for the Appeals Panel to substitute their judgment for that of the original Investigator(s) or Title IX Coordinator merely because they disagree with the finding and/or sanction(s).
• Appeals granted based on new evidence should normally be remanded to the Investigator(s) for reconsideration.
• Sanctions imposed as the result of Administrative Resolution are implemented immediately unless the Title IX Coordinator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
• All parties will be informed in writing within three (3) business days of the outcome of the appeal.
• Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand.
• In rare cases when a procedural error cannot be cured by the original Investigator(s) and/or Title IX Coordinator (as in cases of substantiated bias), the Appeals Panel may recommend a new investigation and/or Administrative Resolution process.
• In cases in which the appeal results in Respondent’s reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.
Grievance Process for Allegations of Title IX Sexual Harassment

Response to Allegations

Upon receipt of a complaint or notice to the Title IX Coordinator of an allegation of Title IX Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to:

- discuss the availability of supportive measures and consider the Complainant’s wishes with respect to supportive measures;
- inform the Complainant of the availability of supportive measures with or without filing a Formal Complaint; and
- explain the process of filing a Formal Complaint.

If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. The Title IX Formal Grievance Process is not initiated, though the Complainant can elect to initiate it at a later time.

If the Title IX Formal Grievance Process is preferred, the Title IX Coordinator determines if the alleged misconduct falls within the scope of Title IX:

- If it does, the Title IX Coordinator will initiate the appropriate process.
- If it does not, the Title IX Coordinator assesses which policies and/or procedures may apply and refers the matter accordingly.

Dismissing a complaint under Title IX is just procedural and does not limit the University’s authority to address a complaint through another applicable process.

Emergency Removal

Respondents may be removed from the University’s education program or activity on an emergency basis. The University will undertake an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations that justifies removal. The Respondent will be provided with notice of Emergency Removal and the opportunity to challenge the decision immediately following the removal.

Dismissal (Mandatory and Discretionary)

The University must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in this policy, even if proved; and/or
- The conduct did not occur in an educational program or activity controlled by the University and/or the University does not have control over the Respondent; and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in the University’s education program or activity.

The University may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; or
- The Respondent is no longer enrolled in or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. A dismissal decision is appealable by any party under the procedures for appeal below.

Resolution Processes

The processes described below apply only to allegations of Title IX Sexual Harassment involving students, employees, or faculty members that meet the Title IX Sexual Harassment definition in this policy.

Upon receipt of a complaint or notice to the Title IX Coordinator of an allegation of Title IX Sexual Harassment, the University will initiate at least one of three responses:

- Offer supportive measures because the Complainant does not want to proceed formally; and/or
- Facilitate an Informal Resolution; and/or
- Initiate the Title IX Formal Grievance Process including an investigation and a live hearing.

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University policy. While there is an expectation of privacy around what Investigators share with parties during investigations, the parties have discretion to share their own knowledge and evidence with others if they so choose.

The University will make a good faith effort to complete the resolution process within a sixty (60)-to-ninety (90) business day time period, including appeal, which may be extended as necessary for appropriate cause at the sole discretion of the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another individual will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the University’s Ethics & Compliance Department via email at office.complianceuopx@phoenix.edu or the Ethics Helpline at www.uopxhelpline.com.

Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The Advisor is not an advocate and does not represent the parties in the process.

The Advisor is entitled to inspect and review evidence prior to completion of the Investigative Report, receive a copy of the final Investigative Report, and is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
Evidence and questions about the complainant's sexual behavior alleged by the complainant or they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.

Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

There is a presumption that the Respondent is not responsible for alleged misconduct unless and until a determination of responsibility is made at the conclusion of the Formal Grievance Process. The standard of proof used to determine responsibility is preponderance of the evidence.

Notice of Allegations

The Title IX Coordinator will provide a Notice of Allegations to both parties as soon as practicable after receiving a Formal Complaint.

The Notice of Allegations will include:

- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period, and
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

The institution will provide sufficient time for the parties to review the Notice of Allegations before any initial interview.

Investigations

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

Through the investigation process, all parties have a full and fair opportunity to suggest witnesses and questions, to provide evidence and expert witnesses, and to review and respond to all evidence on the record.

The Title IX Coordinator appoints an Investigator who will make a good faith effort to complete the investigation as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. Investigator(s) will complete the following steps (not necessarily in this order):

- Provide each interviewed party and witness an opportunity to verify the Investigator's summary of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
• Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence.

• Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Recipient does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

• The Investigator(s) may elect to respond in writing in the investigation report to the parties’ submitted responses and/or to share the responses between the parties for additional responses.

• Incorporate relevant elements of the parties’ written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.

• Share the report with the Title IX Coordinator for their review and feedback.

• Incorporate any relevant feedback, and share the final report and a file of any directly related evidence that was not included in the report with all parties and their Advisors at least ten (10) business days prior to a hearing.

Once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing and select an appropriate Decision-maker. The Title IX Coordinator may not serve as a Decision-maker but may serve as an administrative facilitator of the hearing if their previous role in the matter does not create a conflict of interest.

Hearings

No less than ten (10) business days prior to the hearing, the Title IX Coordinator will send notice of the hearing to the parties. The hearing body will consist of a single Decision-maker.

The Title IX Coordinator will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party’s or witness’s testimony and any statements given prior to the hearing will not be considered by the Decision-maker. No inference may be drawn about responsibility based solely on a party’s or witness’s absence from the hearing or refusal to answer questions.

The parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University will appoint one. Each party must have an Advisor present. There are no exceptions.

Any evidence that the Decision-maker determine(s) is relevant and credible may be considered. The Decision-maker does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within this policy.

Hearing Procedures

The Decision-maker will answer all questions of procedure. The Decision-maker will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused.

The Investigator(s) will present a summary of the final investigation report and will be subject to questioning by the Decision-maker and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker may ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Decision-maker will direct that it be disregarded.

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-maker. The parties/witnesses will submit to questioning by the Decision-maker and then by the parties through their Advisors (“cross-examination”).

All cross-examination questions are subject to a relevance determination by the Decision-maker. The Advisor will pose the proposed question, allow the Decision-maker to consider it, and the Decision-maker will determine whether the question will be permitted, disallowed, or rephrased. Only questions that are permitted may be answered.
If a party’s Advisor refuses to comply with the Recipient’s established rules of decorum for the hearing, the University may require the party to use a different Advisor. If a University-provided Advisor refuses to comply with the rules of decorum, the University may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

The Decision-maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker has final say on all questions and determinations of relevance, subject to any appeal. The Decision-maker will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

Hearings (but not deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The recording of the hearing will not be provided to parties or advisors.

The Decision-maker will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question using the preponderance of the evidence standard.

If the Respondent is found responsible, the Decision-maker will review any pertinent conduct history provided and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions.

This report must be submitted to the Title IX Coordinator within three (3) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will prepare a Notice of Outcome within five (5) business days of receiving the Decision-maker’s deliberation statement, which will be shared with the parties simultaneously.

The Notice of Outcome will identify the specific policy reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, methods used to obtain evidence, and hearings held.

The Notice of Outcome will also specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the University’s educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law.

The Notice of Outcome will also include information on the relevant procedures and bases for any available appeal.

Sanctions

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered after a finding or admission of responsibility.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need to bring an end to the discrimination, harassment, and/or retaliation
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the University community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker

Range of Sanctions - Students

The following sanctions may be imposed upon students singly or in combination:

- Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions.
- Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met.
- Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Recipient-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student’s official transcript.
- Withholding Diploma: The University may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities.
- Revocation of Degree: The University reserves the right to revoke a degree previously awarded for violations committed by a student prior to graduation.
- Other Actions: In addition to or in place of the above sanctions, the Decision-maker may assign any other sanctions as deemed appropriate.

Range of Sanctions - Part-Time Faculty

The following sanctions may be imposed upon part-time faculty singly or in combination:

- Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure or directive will result in more severe sanctions, including the rescission of active faculty status.
- Implementation of a remediation plan as appropriate
- Removal from assigned course(s)
Restrictions on future teaching assignments
• Loss of teaching privileges altogether
• Other Actions: In addition to or in place of the above sanctions, the Decision-maker may assign any other sanctions as deemed appropriate.

Range of Sanctions - Employees (including Full-Time Faculty)
The following sanctions may be imposed upon employees singly or in combination:
• Warning - Verbal or Written
• Performance Improvement/Management Process
• Required Training or Education
• Loss of Oversight or Supervisory Responsibility
• Demotion
• Suspension with pay
• Suspension without pay
• Termination
• Other Actions: In addition to or in place of the above sanctions, the Decision-maker may assign any other sanctions as deemed appropriate.

All Respondents are expected to comply with the assigned sanctions within the timeframe specified by the final Decision-maker. Failure to abide by the sanction(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s), including suspension, expulsion, and/or termination from the University and may be noted on a student’s official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Appeals
Either party may file a Request for Appeal, but it must be submitted in writing to the Title IX Coordinator within ten (10) days of the delivery of the Notice of Outcome. A three-member Appeal Panel comprised of a manager, director, and College Dean or Vice President will be designated by the Title IX Coordinator, one of whom will serve as the Appeal Chair. No appeal panelists will have been involved in the process previously. The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Appeals are limited to the following grounds:
• Procedural irregularity that affected the outcome of the matter;
• New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
• The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds, the request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds, then the Appeal Chair will notify the parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker.

The parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be provided a copy of the request with the approved grounds and then be given ten (10) business days to submit a response to the portion of the appeal that was approved and involves them.

The Chair will collect any additional information needed and all documentation regarding the approved grounds. The Appeal Panel will render a decision in no more than three (3) business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law.

Sanctions Status During the Appeal
Any sanctions imposed as a result of the hearing are stayed during the appeal process. The University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal if the original sanctions included suspension or expulsion.

Appeal Considerations
• Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
• Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
• An appeal is not an opportunity for the Appeal Panel to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).
• The Appeal Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed.
• Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
• Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
• In rare cases where a procedural error cannot be cured by the original Decision-maker (as in cases of bias), the appeal may order a new hearing with a new Decision-maker.
• The results of a remand to a Decision-maker cannot be appealed. In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.
Extended Time and In Progress Extension (IX) Accommodations

In accordance with Section 504 of the Rehabilitation Act (Section 504) of 1973 and the Americans with Disabilities Act (ADA) of 1990 and as amended in 2008, the University of Phoenix (UOPX) offers qualified students with disabilities reasonable accommodations upon request. These accommodations are determined by the Accessibility and Disability Services Office (ADSO) following a consultative, deliberative process between the student and their assigned disability services advisor (DSA).

Students with approved extended time for assignments are provided with reasonable additional time to complete their work, both for timed and untimed assignments. Students are encouraged to submit their work throughout the course to take advantage of formative feedback and assessment from the faculty to improve performance on future course assignments.

• The time allotted will be specified on the student’s accommodation agreement, and in the notification that will be sent to faculty at the start of the course or upon approval of a student’s accommodation, if accommodations are requested after the course has begun.
• Extended time for timed assignments will amount to either time and a half (1.5x) or double (2x) the time allowed for students to complete the assessment or assignment.
• Students with an approved ADA accommodation for extended time for individual assignments will be allotted four additional days per week to submit their work without penalty, including the final week of the course. The granting of extended time accommodations allows students to submit all work for the course up to 11:59 pm Arizona time on the fourth day after the end of the course.
• Extended time for assignments does not apply to discussion and learning team assignments. These assignments are collaborative in nature and are typically time dependent. Students who have concerns about the impact of their disability on discussion and learning team assignments should discuss these concerns with their DSA.

A student who needs additional time to complete course work may request an In Progress Extension (IX). An IX must be requested by 11:59 pm Arizona time through the fourth day after the course has ended. The student will request the IX from their assigned DSA and will receive five additional weeks to complete the course. The DSA will communicate the new deadline date to both the student and the faculty.

If a student requires additional time beyond the approved IX, the student may submit a request to the Disability Services Manager (DSM) with documentation of the disability-related need for additional time. The DSM will communicate a decision regarding the request to the student and the assigned DSA, who will inform the faculty. Students who disagree with the determination made by the DSM can file a grievance in accordance with the grievance policy.

Accessibility and Disability Services Office Contact Information

The Accessibility and 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
Mail Stop CF-K304
Phone: 480.557.1157
Fax: 602.333.0737

Students needing assistance with accessibility questions or concerns can get more information at http://www.phoenix.edu/accessibility.html, or can contact accessibilitysupport@phoenix.edu.

The University’s Vice President of Accessibility Strategy and Section 504 Coordinator, is Kelly Hermann, Section.504Coordinator@phoenix.edu.

Student Health Insurance

Information on student health insurance coverage options may be obtained by contacting the Campus Operations Manager.

Acceptable Computer Use for Faculty and Students

University computing and communication resources are for approved business and educational purposes consistent with University policies and procedures.

• Computing and communication resources include 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.
By using University computing and communication resources, all users including students and faculty, assume personal responsibility for appropriate use and agree to comply with this policy and all other applicable University policies, including but not limited to, the Student and Faculty Codes of Conduct, and further agree to comply with all applicable city, state and federal laws and regulations. Any user using the University’s computing and communication resources in violation of these policy requirements, or using these resources without authorization, or in excess of their authorization, will be subject to appropriate review processes and sanctions in accordance with the Student and Faculty Codes of Conduct and other applicable policies and laws. 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 consents to such monitoring and is advised that if such monitoring reveals unauthorized or criminal activity, members of the University of Phoenix Information Security (or other personnel designated by information security) 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 Code of Conduct (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 or 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.
• 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 authorized permission. The following sections describe how information security personnel may monitor computing and communication resources for violations of the 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 information security 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 local, state, or federal 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. 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.

Reporting Violations and Enforcement

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 Resolution Services or University of Phoenix Information Security.

Resolution Services
4025 S. Riverpoint Parkway, Mail Stop: CF-K303
Phoenix, AZ 85040
602-557-5566
Email: uofphoenix@phoenix.edu

University of Phoenix Information Security
4025 South Riverpoint Parkway, Mail Stop: CF-L601
Phoenix, AZ 85040
FAX: (602) 557-6606
e-mail: infosec@apollogrp.edu

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 offensive 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. 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 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 information security personnel.

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

Violation Examples

The 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 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.
- Fundraising or advertising on behalf of non-University organizations.
- The unauthorized selling of University computing and communication resources.
- Unauthorized 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.
Pregnant and Parenting Students

Any member of the University of Phoenix (UOPX) community may report a violation of this policy to any supervisor, manager, or to the Title IX Coordinator. The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students.

The Title IX Coordinator for University of Phoenix is:
Bridget Beville, JD
TitleIX@phoenix.edu
602.557.1823

Overview:
Under the U.S. Department of Education’s (ED) Title IX regulations, an institution that receives federal funding ‘shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” According to the ED, appropriate treatment of a pregnant student includes granting the student leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, participation, team assignments, and presentations), and incomplete grades that can be completed at a later date should all be employed.

Definitions:
Title IX Accommodation: Changes in the academic environment or typical operations that enable pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of the University.
Title IX Extension: An up to five-week period after class ends that students can use to submit late work without penalty.
Pregnancy and Pregnancy-Related Conditions: Include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery from these conditions.
Pregnant Student/Birth Parent: refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
Supporting Documentation: Documentation from the student’s physician or other qualified medical professional that includes the student’s name, evidence of the pregnancy or pregnancy-related condition and the dates on which they occurred. Examples include, but are not limited to, hospital discharge paperwork, a signed letter from the doctor, medical appointment paperwork, ultrasound picture, temporary birth certificate.

Reasonable Title IX Accommodations for Students Affected by Pregnancy, Childbirth, or Related Conditions
• Faculty and staff will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
• Students with pregnancy-related conditions are entitled to reasonable Title IX accommodations so that they will not be disadvantaged in their course of study and may seek assistance from the Title IX Office.
• Reasonable Title IX accommodations include, but are not limited to:
  • Extending deadlines and/or allowing the student to make up tests or assignments (including participation and team assignments) missed for pregnancy-related absences;
  • Excusing medically necessary absences (which must be granted irrespective of classroom attendance requirements.) Medically necessary absences require supporting documentation.
  • Students immediately receive in-class accommodations upon disclosure of a pregnancy or pregnancy-related condition. Any additional time granted after the course ends must be approved.

Title IX and ADA Accommodations
Occasionally students are entitled to both Title IX accommodations and reasonable accommodations on the basis of disability due to pregnancy complications and/or a co-existing permanent diagnosis. In these instances, the student will receive the benefit of both policies as appropriate. The Title IX and Disability Services Offices work together to ensure students are accommodated and faculty receive necessary guidance and support.

Faculty Responsibilities Upon Disclosure of a Pregnancy or Pregnancy-Related Conditions
Upon disclosure of a pregnancy or pregnancy-related condition, faculty must refer the student to the Title IX office and:
• Inform the student they are entitled to in-class accommodations.
  • It is not necessary to collect any supporting documentation from the student or wait for approval while the course is in progress. Reasonable Title IX accommodations apply upon disclosure and for the entire course.
  • In-class accommodations are retroactive. If the student discloses the last week of class, they can make up late work for the entire class. If late penalties have already been deducted for any assignment, those points must be returned.
  • Students may not re-submit work already completed for a better grade. They may only receive extensions on due dates for assignments that have not been submitted.
• Allow the student to submit late work without penalty for all assignments.
• Allow the student the opportunity to make up participation points and learning team assignments. Alternate assignments with equal point values are acceptable.
• Work with the student directly to develop a modified schedule for submitting work.
Students are allowed to submit outstanding course work up to four (4) days after the course end date. If all outstanding work is received by the four-day deadline, faculty must grade the work and post a final grade for the course.

**In-Progress Extension (IX)**
If a student needs additional time beyond the four-day extension to submit work, they may request an in-progress extension (IX) under Title IX. In-progress extensions are a specific type of incomplete grade and students and faculty are required to follow this policy in order to process an IX grade under Title IX.

Students may receive an additional five weeks to complete coursework if an IX grade is approved. If the IX is not approved, the student's current grade stands.

The Title IX Office determines whether supporting documentation is sufficient to approve an IX. Once supporting documentation is reviewed and deemed satisfactory, the Title IX Office will work with classroom operations to process the IX and notify the faculty to post the IX grade with the 5-week extension deadline date. Students are required to complete all work by that date and notify faculty when coursework has been submitted.

**Modified Academic Responsibilities for Parenting Students**
- Students with child caretaking/parenting responsibilities because of the birth of a child may request a Title IX accommodation period during the first six weeks from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
- Students whose spouse or partner gives birth may receive accommodations for up to six weeks after the birth of the child. Proof of birth is required for accommodations to be approved.
- During the modification period, the student's academic requirements will be adjusted, and deadlines postponed as appropriate, in collaboration among the Title IX Office, the student's academic counselor and course faculty.
- Students should work directly with course faculty to submit late work and must communicate to faculty when that work has been completed and ready to be graded.
- If for any reason students are not able to work with their course faculty to obtain appropriate modifications, students should notify the Title IX Office as soon as possible so they can help facilitate needed modifications.

**Retaliation and Harassment**
- University faculty and staff are prohibited from interfering with students' rights to take leave, seek Title IX accommodation, or otherwise exercise their rights under this policy.
- University faculty and staff are prohibited from retaliating against students for exercising their rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because students request leave or modification, file a complaint, or otherwise exercise their rights under this policy.
- Faculty who do not follow this policy and provide reasonable Title IX accommodation once a student discloses pregnancy or a pregnancy-related condition may be in violation of the Faculty Code of Conduct and disciplined accordingly.

**Financial Aid Implications**
Students receiving an accommodation pursuant to this policy must still maintain Satisfactory Academic Progress (SAP) and are responsible for repayment of financial aid funds received. Students should contact their Finance Advisor with any questions related to financial aid funds.
STUDENT CODE OF CONDUCT

Purpose
• Students are accountable for their actions and are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University community. This requires the demonstration of mutual respect and civility in all University-related activities and interactions. The Student Code of Conduct applies to all interactions whether conducted in person, telephonically, via text, chat, email, social media, or through any other electronic platform, including any University learning management system.
• As an internal administrative process, students are entitled to a fair and impartial review of any reported issue(s). Finding a student in violation of University policy and subject to sanctions must be supported by a preponderance of the evidence, meaning it is more likely than not that a violation occurred. When a student is unable to conform their behavior to these expectations as demonstrated by egregious or repeated violations, the student conduct process may determine that the student should no longer share in the privileges of participating in the educational community.
• Assigned sanctions will take into consideration the context and seriousness of the violation. Sanctions are intended to provide students the opportunity to reflect on their choices, develop ethical decision-making, and bring their behavior into conformance with community expectations. Sanctions may include, but are not limited to, an assigned workshop or tutorial, a failing course grade, suspension, expulsion, or rescission of a conferred degree.

Jurisdiction
Generally, University jurisdiction shall be limited to conduct that occurs on University property and/or at University-related events, online, or that adversely affects the University community and/or the pursuit of its objectives. The Director of Student Conduct, in consultation with the Vice President of Resolution Services, may also apply this policy to off-campus conduct and to actions online when the off-campus conduct or online action affects a substantial University interest. The University has continuing jurisdiction over students who withdraw from the University while conduct proceedings regarding that student are still active or pending.

Definitions
Student: Any person currently admitted or registered or who participates in a University function, such as orientation, in anticipation of enrollment, or those individuals who were students at the time of an alleged violation as well as individuals on University premises or using any University system for any purpose related to admission or enrollment. Persons who are not officially enrolled but who have a continuing relationship as a student with the University are considered “students.”

Intellectual Property: Property (such as an idea, invention, or process) that derives from the work of the mind or intellect.

Preponderance of Evidence: The standard or proof used to determine whether a student is responsible for a violation of the Code of Conduct.

Suspension: Suspension is separation of the student from the University for a specified period of time, after which the student is eligible to return. During suspension students are not allowed to attend any University class, University facility or University event. During the period of suspension, there is a hold on the student’s University records which may prevent the student from obtaining transcripts, verifications, or a degree from the University.

Expulsion: Expulsion is permanent separation from the University and the termination of the student’s status as a University of Phoenix Student, and exclusion from all premises, privileges, and activities without the possibility of readmission.

Rescission of a Conferred Degree: Canceling and revoking a degree previously awarded by the University.

University Community: All individuals who have a relationship with or to the University (or had at the time of the incident), including but not limited to students, employees, faculty, contractors, consultants, suppliers or other entities engaged by the University to provide services or goods when on University property or while acting in a capacity defined by their relationship to the University.

Prohibited Conduct

Academic Misconduct: The University 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 responsibility to ensure submission of academic work does not constitute academic misconduct as defined below.
• Plagiarism: The intentional or unintentional use of another’s work, in whole or in part, without acknowledging the source and presenting that material as one’s own academic work. This includes, but is not limited to:
  - Reproduction and submission of another person’s work, whether published or unpublished. This also includes using materials from third parties that sell or provide free of charge academic papers or assignments, regardless of how the third party describes their mission, purpose, or materials.
  - Using another’s ideas, written words, or intellectual property without properly acknowledging the source:
    - Quoting a source word-for-word without providing quotation marks and citations.
    - Submitting work that is substantially identical to another source in content and/or organization without appropriately citing the source.
    - Using other intellectual property in a work without appropriate citations, permissions, or rights (when applicable). Intellectual property includes but is not limited to images, presentations, videos, software programs, computer code, charts, figures, illustrations, and artistic or musical composition.
• **Cheating**: Any attempt by a student to gain an unfair academic advantage by means other than their own knowledge. This includes, but is not limited to:
  - Assisting another student to plagiarize, copy, or observe one's own work. This includes submission of work to third parties that sell or provide free of charge academic papers or assignments, regardless of how the third party describes their mission, purpose, or materials.
  - Using the textbook, manuals, electronic devices, or other materials in a manner not authorized by faculty or the University.
  - Allowing another person, whether free of charge or for hire, to complete work on one’s behalf, including any classroom post, assignment, quiz, test, exam, or similar evaluation, or doing the same in place of another person.
  - Providing or requesting assistance from another person in a manner not authorized in writing by faculty.

• **Fabrication or Falsification**: 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.

• **Self-plagiarism, Double-Dipping, or Dovetailing**: Submitting one's own academic work that is identical or substantially similar to one's own work previously submitted, unless specifically authorized by the course faculty or course curriculum.

**Behavioral Misconduct**: The University requires that students adhere to the behavioral standards necessary to maintain a positive and productive learning environment. The following examples of prohibited misconduct are not exclusive or all-inclusive but are intended to provide examples of the types of behavior that may result in disciplinary action under the Student Code of Conduct.

- Disruption or obstruction of advising, facilitation, instruction, research, administration, disciplinary proceedings or other University activities.
- Unprofessional conduct including threatening, bullying or verbal abuse of any member of the University community by any means (e.g. conduct, speech, written notes, learning management system [i.e. Blackboard] electronic mail, messaging, text, chat, etc.). This includes, but is not limited to, the use of threats, profanity, and demeaning or intimidating comments.
- Inflicting bodily harm upon any person or taking any action for the purpose of inflicting harm upon any person.
- Engaging in discrimination or harassment as defined by the University’s Equal Opportunity, Harassment and Non-Discrimination Policy.
- Retaliation, including but not limited to intimidation, threat, coercion, or any other type of discrimination or harassment because of an individual's complaint, report, or participation in a protected activity.
- Misuse of Access: Providing another person access to password or privacy protected University information, including but not limited to:
  - Sharing or providing logins or passwords allowing another access to student systems and information.
  - Sharing or providing verification information allowing another to pose as the student

- Allowing or having unauthorized possession, duplication, sharing or use of means of access to any University building or property.
- Failure to comply with reasonable lawful requests or directives of University officials or agents, including security officers, acting in the good faith performance of their duties or interference with faculty or staff acting in the performance of their official duties.
- Carrying of weapons on University property or at University-sanctioned events, including firearms and any other item designed or used for inflicting bodily harm or physical damage. (This policy is not applicable to students who are law enforcement officers required, by law, to carry firearms at all times).
- Using, dealing in, or being under the influence of alcohol, illegal drugs, or other substances prohibited by local, state, or federal law (including cannabis) while occupying University property, at University-sanctioned events, or when meeting with campus personnel.
- Use of any tobacco or nicotine product, including electronic cigarette or vaporizer while occupying University property, at University-sanctioned events, or when meeting with University staff or faculty.
- Acts of Dishonesty including but not limited to,
  - Providing false information to any University official, faculty member or office.
  - Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - Aiding, abetting, or procuring another person to violate a University policy.

**Identity Theft**

- Possessing or using another person’s name, address, Social Security Number (SSN), bank or credit card account number, or other identifying information without that person’s knowledge and consent.
- Filing a false claim of identity theft with the University.
- Attempted or actual theft of University property or services or property belonging to any member of the University community.
- Failure to use the University’s computing and communication resources for approved educational purposes consistent with University policies and procedures.
- Any action that causes damage or which would tend to cause damage to University property or property of a member of the University community or personal or public property.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property.

**Improper On Camera Behavior**

- Failure to appear on camera dressed as if present in a physical classroom or office setting.
- Failure to maintain an area free from disruption and/or distractions visible during camera communication.
- Failure to behave, whether intentionally or unintentionally, in a professional manner.
- Making, sharing, or otherwise distributing any audio, video, photographic, or digital recording or image, which was taken without a person’s prior knowledge or consent when the person being recorded would have a reasonable expectation of privacy, or where the recording is reasonably likely to cause injury or distress.
• Violation of published University policies, procedures or standards.
• Violation of federal, state, or local laws or regulations.

Procedure for Processing Alleged Violations of the Student Code of Conduct

Investigation: Alleged violations will be investigated in a prompt, thorough, and impartial manner. The investigation will gather relevant evidence, which may include, but is not limited to, pertinent documents and statements from witnesses.
• During an investigation a student may be removed from class, campus-sanctioned events, or other University functions.
• A hold may be placed on the student's records at any point in the disciplinary process pending the resolution of all outstanding matters or to assure compliance with sanctions. This includes but is not limited to placing holds on future scheduling, degree conferral, receiving transcripts, or program updates.
• In exceptional circumstances, where the continued presence or participation of a student would present a serious threat to any other person or the University, it may be determined that an immediate suspension is warranted. A student who is immediately suspended will be withdrawn from any current course and may not attend any University class or event pending final resolution of the matter.

Notification: Following an investigation, if it is more likely than not that a violation has occurred, the student will be notified in writing of the following:
• Warning. A warning letter is notice to the student that a violation of the University Student Code of Conduct has occurred, and that continued or repeated violations of specified conduct may be cause for further disciplinary action. This letter is not appealable and no response from the student is requested.
• Charge. A charge letter is notice that the student has been involved in an incident in which their alleged actions are in violation of the University’s Student Code of Conduct. These letters request a student response and are appealable.

Student Response: A student will be given 10 calendar days from the date of the Charge Letter to submit a written response to the University. The student's response is their opportunity to provide their input regarding the charge, including any extenuating circumstances relevant to the issue.
• If the student does not provide a written response within 10 calendar days, the case will proceed without the student's input.

Decision
• A Conduct Resolution Specialist will apply a preponderance of the evidence standard to determine whether a violation occurred and determine what sanction(s), if any, are warranted.
• The decision and sanction(s) will be communicated in writing to the student.

In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, the University 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. Compliance of this disclosure does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

Sanctions: If a violation is found, sanctions will be appropriate to the violation, taking into consideration the context and seriousness of the violation. Sanctions may include, but are not limited to, an assigned workshop or tutorial, a failing course grade, suspension, expulsion, or rescission of a conferred degree.
• Students who are suspended or expelled from the University remain responsible for all tuition, fees, and charges associated with their attendance.

Appeals
• Appeals must be requested in writing to the University within 10 calendar days from the date on the decision letter. Appeals will only be accepted for review if the student can demonstrate one or more of the following:
• New evidence which was unavailable to the student at the time of the initial response.
• University procedures were not followed.
• Student was sanctioned with expulsion.
• In the event a student provides new evidence or shows University procedures were not followed, the appeal will be sent to the Student Discipline Review Committee (SDRC). The SDRC will be facilitated by a fair and impartial administrator and is comprised of 3 senior University representatives. The decision of the SDRC is final and will be communicated directly to the student and the campus.
University of Phoenix Professional Standards for Candidates in the College of Nursing

Candidates in the College of Nursing are subject to greater scrutiny because of their anticipated interactions with students, families, patients, clients, and agencies 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 College 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 College 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, College of Nursing.

The College of Nursing adheres to the broader nursing community’s ethical standards as well as additional professional standards put forth by the College 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 College 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 College 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 College of Nursing will assume responsibility for their own health as well as their own behavior.

a. Transportation: Candidates in the College of Nursing are responsible for personal transportation to and from health agencies and/or clinical sites.

b. Personal Electronic Devices: Candidates in the College 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.

University of Phoenix Supplemental Standards for Candidates in College of Social and Behavioral Sciences Counseling and Human Services Programs

Candidates in College of Social and Behavioral 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 and Behavioral 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 and Behavioral 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, practica, 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.
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 tests.
12. The candidate maintains a pattern of exceeding minimal requirements in courses, field placements, practica, and internships.

University of Phoenix Professional Standards for Candidates in College of Social and Behavioral Sciences Social Work Programs

Candidates in Social Work programs leading to certification or licensure in Social Work 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 social workers, candidates 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 Social Work Programs apply to these degree candidates before, during, and after their field placements, practicums, and internships. The Professional Standards address a candidate’s affective attributes and disposition to be a social worker. Monitored behaviors may extend outside the classroom to off-site activities and locations where the candidate’s behavior infringes upon the reputation of the University of Phoenix. A corresponding Professional Dispositions Rubric provides additional guidance. The Social Work Program adheres to the broader social work community’s ethical standards, as reflected in the National Association of Social Workers (NASW) Code of Ethics as well as the additional professional standards put forth by the Social Work Program administration. The University of Phoenix, Social Work program has structured their course work to meet the Council on Social Work Education (CSWE) 2015 Educational and Policy Assessment Standards (EPAS).

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.

The Social Work Program adheres to the NASW Code of Ethics. Students are expected to read, understand, and perform in compliance with this code. Candidates can locate the NASW Code of Ethics here: NASW Code of Ethics

3. Professional Social Workers
Social work care poses a risk to or 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 social work. Students are required to read, understand, and perform in compliance with their state’s social work statutes. Candidates can locate their state’s statutes here: Association of Social Work Boards (ASWB)

4. NASW, ASWB, CSWE, and CSWA Standards for Technology
The standards provided by NASW, ASWB, CSWE, & CSWA describe a uniform set of technology standards for professional social workers to use as a guide in their practice. A copy of this standard can be found here: NASW, ASWB, CSWE, & CSWA Standards for Technology

5. The candidate is sensitive to community and cultural norms that pertain to the University classroom and field.
6. The candidate appreciates and values human diversity and shows respect for others’ varied talents and perspectives.
7. The candidate refrains from engaging in social work practice for which the student has not been authorized or for which the student has not been educated/validated.
8. The candidate will participate in and complete work consistent with professional social work practice, including satisfactory performance in the nine competencies identified by CSWE. These competencies can be found here: 2015 EPAS Competencies.
9. The candidate will adhere to College, School, and Agency site policies and procedures.
10. Candidates will refrain from aiding,abetting or inducing another to commit a violation of the Student Code of Conduct or NASW Code of Ethics.
11. Candidates in the Social Work Program will assume responsibility for their own health as well as their own behavior.
   a. Transportation: Candidates are responsible for personal transportation to and from field placement(s).
   b. Personal Electronic Devices: Candidates 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 on 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 fails short of meeting any of the above Professional Standards, they may file a “Referral Form” with the Program Chair 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 University Of Phoenix Student Code Of Conduct shall be subject to the policies, procedures, and sanctions issued by that office.
University of Phoenix Supplemental Standards for Candidates in College of Education Programs

Candidates in a College of Education program leading to certification or licensure at University of Phoenix 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 clinical experience placements (field placements) and a culminating clinical practice (student teaching practicum) as part of their academic program. As prospective educators, College of Education candidates are expected to represent the University as professionals and adhere to the ethics and standards of their profession in addition to 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 under the Student Code of Conduct, they may also be referred to the College to undergo a Supplemental Standards review. The College may issue a referral with or without a corresponding Student Code of Conduct warning or charge.

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 and practicum. The Supplemental Standards address a candidate’s affective attributes and dispositions to be an educator. 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.
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 for the degree program, the University classroom, and all field placements.
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 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 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, and staff, as well as in preparation and submission of required course work, and the completion of tests.
12. The candidate maintains a pattern of exceeding minimal requirements in course and field placements.

University of Phoenix Supplemental Standards for Candidates in Administration and Supervision Programs

Candidates in a College of Education program leading to certification or licensure as school administrators at the University of Phoenix are subject to greater scrutiny because of their anticipated interactions with students, parents, and the school community. As prospective 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 following Supplemental Standards for Candidates in Administration and Supervision Programs (“Supplemental Standards”) apply to these degree candidates throughout their academic program and internship. The Supplemental Standards address a candidate’s affective attributes and dispositions to be an administrator. A corresponding Administrator Dispositions Rubric provides additional guidance.

A candidate’s ability to satisfactorily meet the Administration Supplemental Standards is a matter of ongoing academic judgment made by faculty, campus staff, and campus management. These supplemental, dispositional standards are adopted from the Administrator Dispositions Index items based on the work of the Council for Chief State School Officers (2003) and the National Association of Secondary School Principals (2001).

1. The administrator candidate believes the purpose of school is student learning and is committed to educating all students.
2. The administrator candidate values and is committed to life-long learning for self and others.
3. The administrator candidate believes there are a variety of ways in which teachers can teach and students can learn.
4. The administrator candidate is committed to establishing a safe and supportive learning environment.
5. The administrator candidate is committed to high-quality standards, expectations, and performances from self, staff, students, and others.
6. The administrator candidate is committed to ethical principles in decision-making.
7. The administrator candidate believes the school is an integral part of the larger community and is committed to collaborating with families and community members.

8. The administrator candidate believes in involving stakeholders in order to work toward common goals.

9. The administrator candidate values and is committed to timely communication to inform the community and public.

10. The administrator candidate recognizes and addresses the feelings, needs, and concerns of others.

11. The administrator candidate believes that diversity benefits the school and is committed to working effectively with people from all backgrounds.

12. The administrator candidate welcomes responses from others and actively works to form partnerships with parents.

13. The administrator candidate believes that risks must be taken to improve schools.

14. The administrator candidate believes and is committed to continual school improvement.

15. The administrator candidate is committed to motivating others to enhance professional and organizational growth.

**University of Phoenix Professional Standards for Candidates in College of Health Professions Public Health Programs**

The Master of Public Health adheres to the broader public health community's ethical standards as well as additional standards put forth by the University of Phoenix and the College of Professions. A degree candidate's adherence to these standards is a matter of ongoing academic judgment made by faculty, campus staff, and campus management.

**Professional Standards:**

1. Public Health Leadership Society’s Principles of the Ethical Practice of Public Health
   
   The College of Health Professions expects that students read, understand, and incorporate these Principles into course assignments and in the conduct of their practicum. Students may locate the Principles of the Ethical Practice of Public Health here:
   

2. Master of Public Health Course and Practicum Engagement Standards
   
   The School of Public Health expects that students abide by these additional standards:
   
   a. The candidate contributes to a positive climate in the University classroom and all practicum activities.
   
   b. The candidate demonstrates mastery of written and spoken language for self-expression, as well as for effective interaction in all settings.
   
   c. The candidate is a thoughtful and responsive listener.
   
   d. The candidate is committed to reflection, assessment, and learning as an ongoing process.

   e. The candidate is willing to give and receive help.

   f. The candidate is sensitive to community and cultural norms for the degree program, University classroom, and all field practicum activities.

   g. The candidate appreciates and values human diversity and shows respect for others’ varied talents and perspectives.

   h. The candidate values the development of critical thinking, independent problem solving, and performance capabilities in himself/herself and those with whom he/she interacts.

   i. The candidate demonstrates a commitment to keeping abreast of new ideas and understanding in the field of public health.

   j. 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 tests.

   k. The candidate maintains a pattern of exceeding minimal requirements in courses and all practicum activities.

**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 College of Nursing 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 College of Nursing programs. Content supporting this information is provided to students in their program handbooks.
The following policy and procedures are to be used to mutually resolve disputes by and between students and the University. 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 disputes. The University strongly recommends using the resources identified in Steps One, Two and Three to resolve disputes. None of these steps, however, precludes any student from seeking other forms of resolution, including in a court of law.

We agree that neither we nor anyone else will use this provision to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We also agree that neither we nor anyone else will use this provision to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court or you may be a member of a class action lawsuit even if you do not file it. This provision only applies to class action claims concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the Federal Direct Loan was obtained.

**Step One: Internal Resolution**

Students should first attempt to resolve any dispute or issue internally by contacting the following individuals/departments, and using 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 more complete understanding of the processes associated with reporting and resolving disputes related to these subject matters.

- Allegations of sex discrimination, sexual harassment, or other forms of discrimination: Bridget Beville, Title IX Coordinator and Vice President, Resolution Services. See Nondiscrimination and Equal Opportunity Policy and Harassment Policy in the academic catalog.
- Student Code of Conduct Violations. Resolutions Services, Director of Student Conduct. See Student Code of Conduct section in the academic catalog.
- General Student Grievances Resolution Services. See General Grievances section in the academic catalog.
- Student Grievances relating to financial aid, account balances, or collections: Student Financial Services Management. See General Grievances section in the academic catalog.
- Appeals to Academic Policy: Student Appeals Center. See Student Appeals Center Section in the academic catalog.
- Grade Disputes: Director of Academic Affairs or designee. See Grade Disputes section in the 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 select 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 ade-
quate civil discovery, bring dispositive motions, and present wit-
nesses 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 for-
feited 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 Arbitra-
tion, subject to: (1) a one-time payment by the student toward
these costs equal to the filing fee then required by the court of gen-
eral 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 per-
son, 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 Proce-
dure 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, con-	ent, or results of any arbitration hereunder without the prior writ-
ten consent of all parties. A court of competent jurisdiction shall
have the authority to enter a judgment upon the award made pur-
suant to the arbitration.

Complaints to the Bureau for Private Postsecondary
Education

A student or any member of the public may file a complaint about
this institution with the Bureau for Private Postsecondary Educa-
tion by calling (888) 370-7589 or by completing a complaint form,
which can be obtained on the bureau’s internet web site
(www.bppe.ca.gov).

Student Loans and Financial Aid

If you obtain a loan to pay for an educational program, you will
have the responsibility to repay the full amount of the loan, plus
interest, less the amount of any refund. If you have received federal
student financial aid funds, you are entitled to a refund of moneys
not paid from federal student financial aid program funds. Stu-
dents receiving federal financial aid have varying rights and
responsibilities in accordance with the Borrower’s Rights and
directlnts.pdf, attached to the Master Promissory Note (MPN).

Student Address Changes

Students are required to immediately notify the University any
time they change their current address. Students can provide this
notification by updating their current address in the Contact Infor-
mation section of their profile on the student website
(http://my.phoenix.edu).

If you are a student enrolled in any of the following programs that
prepare for licensure or certification, you will also need to
contact your University Advisor if your current address changes
to another state or jurisdiction:

Bachelor of Science in Education/Elementary Education (BSED/E)
Bachelor of Science in Education/Early Childhood Education
(BSED/ECH)
Bachelor of Science in Liberal Studies (BSLS)
Master of Arts in Education/Elementary Teacher Education
(MAED/TED-E)
Master of Arts in Education/Secondary Teacher Education
(MAED/TED-S)
Master of Arts in Education/Special Education (MAED/SPE)
Master of Arts in Education/Administration and Supervision
(MAED/ADM)
Alternative Pathway/Elementary Education (CERT/AP-E)
Alternative Pathway/Secondary Education (CERT/AP-S)
Alternative Pathway/Special Education (CERT/AP-SE)
Bachelor of Science in Nursing/LPN/LVN to BSN (P/VN/BSN)
Master of Science in Nursing/Family Nurse Practitioner (MSN/ FNP)
Master of Science in Nursing/Family Nurse Practitioner (Califor-
nia) (MSN/FNP-CA)
Master of Science in Nursing Concentration in Nurse Administra-
tion (MSN/ADM)
Master of Science in Nursing Concentration in Nurse Education
(MSN/NED)
Master of Science in Nursing Concentration in Informatics (MSN/
INF)
Doctor of Nursing Practice (DNP)
Post Master's Certificate in Nurse Administration (CERT/NAD)
Post Master's Certificate in Nurse Education (CERT/NED)
Post Master’s Certificate/Family Nurse Practitioner (FNP)
Bachelor of Science in Nursing (BSN)
Bachelor of Science in Nursing (Competency Based) (BSN-CB)
California residents Bachelor of Science in Social Work (BSSW)
Master of Science in Counseling Clinical Mental Health Counseling
(MSC/CCMH)
Master of Science in Counseling/Marriage, Family and Child Ther-
apy (MSC/MFCT)
Master of Science in Counseling School Counseling (MSC/SC)
ACADEMIC POLICIES

Academic Advisement

All students will have an Academic Counselor to support them in their educational journey from the start of their first class until after graduation. Academic Counselors work with students holistically on needs that exist both inside and outside of the classroom. Academic Counselors collaborate with students on the development of their individualized academic plans, assist with educational milestones, and maintain the commitment to earn a degree. Academic Counselors also educate students regarding the requirements of their academic program, ensure that students have the information they need to make informed decisions about their career goals, and provide coaching to support students in overcoming any obstacles that may arise on their path to graduation.

Additional services available on the student website include transfer credit summaries, official grades, program GPA, the ability to request transcripts, and access to a variety of career resources. All students are notified of their official transfer of credits at the time of official evaluation and may review their official transcript evaluation, which includes evaluation of course waivers for core courses in the student’s degree program. Progress toward degree completion can be reviewed at any time on their student website.

Registration

Applicants to the University must enter into the most current program of study available in their state or jurisdiction and modality. Students must sign an Enrollment Agreement for the program of study which they intend to pursue. The student’s Enrollment Agreement defines the student’s curriculum and program requirements. The executed Enrollment Agreement will be effective for one year from the date signed. A signed Enrollment Agreement must be on file before students are allowed to start class.

A Social Security number (SSN) is required to be recorded on a student’s education record if the student has or will receive US Federal Title IV funding, US Federal Veterans Affairs funding, and/or US educational tax credit/T-1098. Students who have not or will not be receiving these types of funding will need to complete the Social Security Number Override Verification form if the student prefers to have the SSN omitted from their education record. Should the University be made aware that US Federal Title IV funding, US Federal Veterans Affairs funding, and/or US educational tax credit/T-1098 has or will be disbursed to a student, the student’s SSN will be added to their 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.

Official Evaluation

The Office of Admission and Evaluation (or designees) reviews applicants’ required admission documents to render an official evaluation decision.

A signed Enrollment Agreement must be on file prior to completing the official evaluation, and must be signed within 90 days of the Admission Application or Program Change Addendum. Upon completion of the evaluation, the student will be placed in the ‘OP’ Evaluation Status and will receive official communication of the decision.

Admission Statuses

University of Phoenix (UOPX) recognizes the following admission statuses for degree and credit-bearing certificate seeking students:

Applicant: (RR)

Applicants qualify for Applicant (RR) status after account creation while completing the application for admission. Students in RR admission status are being evaluated for admission to the University. Students on RR admission status may attend up to four UOPX courses upon signing the Enrollment Agreement and payment of the application fee (if applicable).

Orientation Pending (OP)

Applicants to designated undergraduate programs requiring the University Orientation Workshop, who list less than 24 previous college credits as recognized by the University on the admissions application, will be placed in Orientation Pending (OP) admission 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) admission status must satisfactorily complete the University Orientation Workshop.

Admitted with Condition (AC)

Admitted with Condition (AC) status is applicable for a University sponsored risk-free period for designated programs. Applicants will be eligible for this status if they meet the following criteria:

- Have not previously been admitted as a regular student to the University
- Have not previously attended a credit-bearing course with the University

Students will be placed in AC 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 AC 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)

Students who are pursuing an en-route credential on the way to earning a higher-level degree program will be placed in En-route Credential (EC) admission status for the lower level program being earned en-route. A student’s admissibility as a regular student will be enforced and maintained under the degree program associated with the student’s Enrollment Agreement.

Admitted: (AM)

Applicants will be granted unconditional admission and placed in Admitted (AM) status after all admission documents have been received, the admission file has been reviewed, and all admission requirements and conditions for the chosen program have been met.

Deferred: (DF)

Applicants will be placed in Deferred (DF) admission status if documents or information required for admission (AM) are missing from the file. Applicants will remain on DF status until the required documentation or information is received. Applicants in DF status cannot attend class and will be administratively withdrawn from the University until the status is resolved.
Provisional: (PV)

Students in designated master’s degree programs who meet all admission requirements except the minimum GPA requirement for their program may be admitted in Provisional (PV) status. Students admitted in PV status must achieve a GPA of 3.0 in their UOPX coursework by the end of the fourth completed program applicable course. Students with a GPA below 3.0 at the end of the fourth completed program-applicable course will be disqualified for admission (DA) and will remain in PV admission status. Concurrent enrollment is prohibited in this status.

Students admitted in PV status will not be placed on Academic Probation (AP) status within the first four program-applicable courses completed at the University. If students do not achieve a GPA of 3.0 by the end of their fourth course, when they return from Disqualified for Admission (DA) status they will also be placed on AP status.

The following criteria will apply to courses completed as part of the PV requirement:

- Non-credit-bearing coursework will not be counted.
- Students may repeat courses. Repeated courses, designated with a repeat (R) code on the transcript will count toward the four course PV requirement.

Applicant International Credentials:

Applicants will be placed in Applicant International Credentials (RI) status if the applicant is applying to UOPX using copies of international credentials. Applicants will not be granted unconditional admission using copies of international credentials until verification or an original international academic record is received. Students in RI admission status may attend up to four UOPX courses.

Non-Degree: (ND)

Applicants interested in taking coursework at the University, but not interested in pursuing a degree or credit-bearing certificate, may register as non-degree students and be placed in Non-Degree (ND) status.

Denied for Cause: (DC)

Applicants who have violated a University policy or procedure or who have 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 in Denied for Cause (DC) status and will be administratively withdrawn from the University.

Denied: (DN)

Applicants will be placed in Denied Admission (DN) status and will be administratively withdrawn from the University if the minimum requirements for admission to a program are not met.

Admission Deadline Exceeded: (DE)

Students who are unable to attain AM status by the completion of their fourth course will be placed in Admission Deadline Exceeded (DE) status and administratively withdrawn from the University.

Re-entry Required (RE)

Students who were previously placed in one of the following admission statuses for a program, but who have not posted positive attendance in a course for the time designated by the Academic Program Re-entry policy, will be placed in Re-entry Required (RE) admission status: AM, PV, IV, OP, or AC. Students placed in RE status may return to their academic program if they meet the criteria outlined in the Academic Program Re-entry policy and their specific program policy.

Prior Learning Assessment

Prior Learning Assessment Eligibility Guidelines

University of Phoenix (UOPX) offers Prior Learning Assessment (PLA) as an option by which officially evaluated 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 journals 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 journals conforming to the writing standards required of all students enrolled at UOPX.

Credits will be awarded for coursework, professional training, and experiential learning only when it does not duplicate credits previously applied as transfer activities, the UOPX required course of study, or topics from other submissions for credit.

UOPX integrates best practices and frequently consults and reviews standards from industry leaders such as the Council for Adult Experiential Learning (CAEL) and the American Council on Education (ACE) when assessing prior learning. UOPX 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation are not 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.

UOPX or Apollo Education Group noncredit courses and certificates resulting in Continuing Education Units (CEUs), Professional Development Units (PDUs), or Contact Hours cannot be submitted to the University’s internal PLA department for assessment.

PLA may apply toward 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 toward graduate level requirements upon the assessment and review of the activity by the appropriate college in which the associated graduate-level program or courses reside.
Students may not rewrite an experiential journal more than once. Students may submit a completed experiential journal up to 90 days after a journal topic has been removed or modified from the Approved Journal Topic List.

The 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 Prior Learning Assessment (PLA) evaluators, one of the University’s colleges, or the Provost’s Office. All applicable coursework and training determined to be post-secondary content using a clock-hour conversion will be evaluated for PLA credit using the following clock hour-to-credit ratio:

- 15 in-person classroom instruction clock hours = 1 semester credit
- 30 laboratory/clinical clock hours = 1 semester credit
- 30 self-paced study clock hours = 1 semester credit

If an item submitted for professional training review is determined by the PLA 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 journals will be awarded one, two, or three lower division or upper division undergraduate semester credits as indicated on the Approved Journal Topics List.

With an approved journal, the student will be awarded the credit as indicated in the journal submission documentation. Incomplete or unsatisfactory journals will not be awarded credit. No partial credit will be awarded for journals.

Experiential journals 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 journals and a student enrolled in a bachelor’s degree program may earn a maximum of 30 credits for experiential journals.

Corporate Agreement - Credit Recommendation Guide
The University creates corporate agreements with other corporations as appropriate in order to enhance transfer credit options for students coming to University of Phoenix. Transfer credit recommendations are created in the format of a Credit Recommendation Guide (CRG).

CRGs define transferability, applicability, and individual credit recommendations of corporations’ professional training/seminars (assessed 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, as 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 PLA Credit Assessment. A list of corporations with which University of Phoenix has established corporate agreements can be viewed at http://www.phoenix.edu/admissions/prior_learning_assessment/corporate-credit-recommendation-guide.html.

Prior Learning Assessment Fees
Charges arising out of services and the posting of credit awarded for prior learning are separate and apart from tuition and curriculum fees.

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 toward UOPX Degrees. Student degree program admission is required (all other transfer credit applied in the program) prior to portfolio submission.

Student Academic Standing
The University recognizes the following student academic statuses for degree and certificate seeking students:

Regular (RG)
student is compliant with applicable academic standing and progression program requirements.

Disqualified for Admission (DA)
results when provisionally-admitted students fail to achieve the minimum-required GPA at the end of the Provisional Admission (PV) period. The date of disqualification is determined by the course end date of the final course completed within the PV period. Students placed on DA status:
- will be administratively withdrawn from the University and are not eligible to reapply until six months from the date of disqualification.
- may not transfer to another program (including concentration, emphasis, specialization, or major) until they have completed the disqualification period.
- upon returning are required to retake or replace the program applicable course(s) that have the lowest grade(s) earned until the minimum program GPA has been achieved.
- Students in Nursing and Counseling Programs Only: must be granted approval by the Student Appeals Center to return to the University and must meet all conditions of the appeal decision.

Academic Disqualification (AD)
results when students on Academic Probation (AP) fail to achieve the minimum-required GPA at the end 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 AD on the permanent transcript

Students placed on AD status:
- will be administratively withdrawn from the University and are not eligible to return until six months from the date of disqualification.
- may not transfer to another program (including concentration, emphasis, specialization, or major) until they have fulfilled the disqualification period.
- upon returning are required to retake or replace the program applicable course(s) with the lowest grade(s) earned until the minimum program GPA has been achieved.
- Students in Nursing and Counseling Programs Only: must be granted approval by the Student Appeals Center to return to the University and must meet all conditions of the appeal decision.
Scholastic Disqualification (SD)
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 program GPA based on attempted credits. The University will note the date a student is placed on and removed from SD on the permanent transcript.

Students placed in 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 (including concentration, emphasis, specialization, or major) without an approved SAC appeal, or until they have fulfilled the requirements for progression.

Scholastic Suspension (SS)
results when a student is suspended for a designated period 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 in SS status will not be allowed to continue in their program or transfer to another program (including concentration, emphasis, specialization, or major) until the designated period for the suspension has ended and/or the student's status has been updated.

Expulsion (EX)
results when a student is administratively withdrawn from the University and not permitted to return under any circumstance. 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 program requirements.

Academic Probation (AP) - Students will be placed on AP status when their program grade point average (GPA) falls below the minimum GPA required in their program. Students on AP status are restricted to a period of four consecutive (completed) program-applicable courses to bring their GPA to the minimum requirement for their program. Only courses that start and end after the course that placed the student on AP status will apply toward the AP course sequence. Concurrent enrollment is prohibited in this status.

Scholastic Probation (SP) - Students in competency-based education (CBE) programs will be placed on Scholastic Probation (SP) program academic status if a NM grade is earned in a course. If a student repeats a course due to receiving a NM grade and receives a grade of NM on the second attempt, the student will be scholastically suspended, permanently withdrawn, from the program.

Students who have been placed on SP status:
• must retake the course to be repeated at the earliest available scheduling opportunity.

Note: The earliest available scheduling opportunity is the soonest feasible opportunity for the student to take the repeat course, without requiring the student to drop a course in which attendance has been met. Retake course scheduling opportunities are ranked in preferred order below:

• If the student is going to earn a NM grade because they have failed the final attempt at a competency during the course (i.e. before the course end date), the repeat course should be scheduled in place of a course in the next scheduled block, before the start date for that block of courses.
• If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the student and has not yet posted attendance in all of the courses in that block, the retake should be scheduled in place of another course in that block in which the student has not yet posted attendance.
• If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the student may add the retake to the current scheduled block of courses, if adding it will not result in more than four concurrent courses on the schedule.
• If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the student has posted attendance in all of the courses in that block, and it is either not permissible (due to the number of courses on the schedule) or not conducive to academic success to add the course to the current scheduled block of courses, the student can defer the retake until the next scheduled block of courses.
• may not transfer to another program or major without an approved SAC appeal, or until they have fulfilled the requirements for progression.

Additional SP status requirements apply for students in the BSN-CB program; those requirements are documented in the BSN-CB program policy.

Course Statuses

Administrative Withdrawal (AW)
Student has been withdrawn from a course for failure to meet academic, admissions, candidacy, financial, or code of conduct policies.

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. For competency-based education (CBE) courses, the student has met the attendance requirement and has received a MA, ME, or NM grade.

Dropped (DR)
Student was in a SC or EN course status and has requested to be removed from the course. The student has not met the minimum attendance requirements in the course. Students enrolled in a CBE program may drop courses for which attendance requirements have been met if they are requesting to drop all of their concurrently enrolled courses.

Enrolled (EN)
Student has satisfied at least one week of positive class attendance and continues to actively meet class attendance requirements. For CBE students, the student has met the course attendance requirement, and continues to meet the academic engagement requirement.

Obsolete (OB)
Student has been scheduled for a course that has been retired and that will no longer be offered by the University.
Scheduled (SC)
Student has 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 and/or the CBE academic engagement requirement.

Withdrawn for Admissions (WI)
Student not officially evaluated or student has been removed from admissions (AM) status after completing five courses.

Waived with Credit (WO)
The Office of Admissions and Evaluation or the Registrar's Office has processed a waiver.

Withdrawn for Prerequisite (WP)
Student has failed to meet the course or program prerequisite requirement.

Exemption (WV)
Course has been 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 admission requirements for the desired program. Not all programs have a candidate status requirement.

- 1S: Level 1 Candidate Status Satisfied: Applicant has met admission requirements and has been admitted.
- 1N: Level 1 Candidate Status Not Satisfied: Applicant has not met admission requirements, has been denied admission, and therefore does not meet the requirements to achieve Level 1 candidate status. Applicants in a 1N candidate status are restricted from taking courses and are administratively withdrawn from the University until admission requirements are met.

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 with a status of 2N will be administratively withdrawn from the University and restricted from attending any future courses until the requirements are met.

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 their program is at least 6 credits for an academic year, the student is meeting course attendance and-for Competency Based Education (CBE) programs--academic engagement requirements, 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 their program amounts to less than the 6 credits for an academic year, as determined by the institution. In addition, the student is meeting course attendance and (for CBE programs) academic engagement requirements and student's official last date of attendance based on ARAs does not exceed 14 days. Institutionally Scheduled Breaks and 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>
<tr>
<td>Academic Complete</td>
<td>C</td>
<td>Academic program requirements have been satisfied, as identified by the academic complete date field in the academic system of record; however, the student's program has not been officially audited nor has the University Registrar's Office officially conferred the degree.</td>
</tr>
</tbody>
</table>
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 most recent activity.

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.

General Grievances

The University has established specific processes for students who wish to submit a grievance or appeal. These processes are outlined within the following policies: Grades, Non-Discrimination and Equal Opportunity, Harassment, Student Dispute Resolution Policy and Procedures, Grade Disputes and Corrections, Academically-Related Appeals - Student Appeals Center, and Student Code of Conduct.

Grievances relating to financial aid and account balances must be reviewed by campus management before being submitted to the Resolution Services. When such a grievance is received in Resolution Services, the student will be provided with guidance on filing a formal grievance via that office.

Student grievances and appeals not addressed in policy can be submitted in writing to Resolution Services, 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 their campus representative with an appeal letter and all relevant documents and statements of support for the request. Students and campus representatives are required to refer to the specific policy being appealed in order to determine the eligibility of 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 (http://my.phoenix.edu) on the Schedule and Grades link or Program tab. 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

Student grades represent the work and knowledge level attained within the regularly scheduled course dates. Only the faculty member assigned to teach a specific course is authorized to issue grades to the students in the course. Final grades may only be changed by the faculty member after the grades have been submitted if an approved formal grade dispute is on file or if the faculty member determines the original grade was improperly calculated.

Effective 9/1/2007, the University of Phoenix (UOPX) has established the following grading guidelines with which all faculty must comply:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A–</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B–</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
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</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C–</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D–</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>.00</td>
</tr>
</tbody>
</table>

Competency-Based Education (CBE) Grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>4.00</td>
</tr>
<tr>
<td>ME</td>
<td>3.00</td>
</tr>
<tr>
<td>NM</td>
<td>.00</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 = Minimally acceptable 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 is granted extension to complete assignments. A student who receives an Incomplete is given up to five weeks, at the discretion of the faculty, beginning five days after the scheduled course completion date, to complete the course requirements and receive a grade.

Each assignment submitted during the Incomplete extension period will receive a 20% deduction, 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 deducting 20% per assignment submitted during the Incomplete extension period 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 instructor by the end of the IP timeframe. Faculty are not required to subtract one letter grade for IP grade awards.

IX = IN PROGRESS EXTENSION. An IX grade may be awarded in the following instances:

- This grade is only awarded to eligible students who are approved for reasonable accommodations under the Americans with Disabilities Act (ADA) or Title IX.
- For ADA: A new IX course completion date for ADA accommodations must be determined by the Disability Services Advisor. The Registrar’s Office will work with the Disability Services Advisor to determine the IX course completion date for ADA accommodations.
- For Title IX: A new IX course completion date for Title IX accommodations must be determined by Title IX. The Registrar’s Office will work with the Title IX Coordinator to determine the IX course completion date for Title IX accommodations.
- Students who are approved for reasonable accommodations will not have their grades penalized after completing the course to comply with an academic adjustment granted by the University in accordance with ADA and Title IX.
- 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 from the University. A “W” grade will be issued in the following scenarios:

- The student recorded positive class attendance in at least one scheduled week and did not meet the class attendance requirements due to exceeding the maximum allowable absences.
- The student recorded positive class attendance in at least one week and has been administratively withdrawn from the University and/or program during the course.

WF = WITHDRAWAL/FAILING Student withdrew from the course and the faculty member determined that the student was failing the course at the time of the withdrawal. The student attended at least one week of a course and reached the maximum allowable number of absences. Quality points are 0.00; the grade is not calculated in the GPA.

P = PASSING
Student satisfactorily completed the course.

NC = NO CREDIT
Student withdrew from the course; no grade was issued.

WC = WAIVED WITH CREDIT
UOPX required course, waived with credit.

CBE Grade Definitions:

MA = MASTERED. A grade of MA is given for performance of demonstrated competency that exceeds course expectations as defined for course competencies. A grade of MA is equivalent to an A in traditional grading formats. Students must achieve a grade of
MA for all required competency assessments to be issued a grade of MA for a course and be awarded credits.

**ME = MET.** A grade of ME is given for performance of demonstrated competency that meets course expectations as defined for course competencies. A grade of ME is equivalent to a B in traditional grading formats. Students must achieve a minimum grade of ME on all competency assessments to be issue a grade of ME for the course and be awarded credits.

**NM = NOT MET.** A grade of NM is given for performance that does not demonstrate the minimum competency level expectations for a course. A grade of NM is issued when all attempts at any one competency have been exhausted without a passing grade, or students do not achieve a grade of ME - or higher - for all competencies in a course by the end course date.

**W = WITHDRAWAL.** Student has recorded positive class attendance, and withdrew from the course due to any of the following scenarios:

- Student failed to meet the academic engagement requirement for their program (exceeded 14 consecutive days without an academically-related activity in any CBE course in their program)
- Student has been administratively withdrawn from the University and/or program during the course.

**I = INCOMPLETE.** Student granted extension to complete assignments. A student who receives an incomplete is given five (5) weeks, from the scheduled course completion date to complete the course requirements and receive a grade. An incomplete may be requested as of the start of week 15, up through the Friday before the course end date, provided that the student is meeting the following criteria:

- Has met the course attendance requirement and is meeting the academic engagement requirement.
- Has successfully completed and received a grade of ME - or higher - on the majority (e.g., two out of three assessments) of the required competency assessments in a course.

To ensure optimal focus on completing assessments, students are not permitted to pursue more than five courses concurrently, whether those are courses with I grade extensions or courses the student is currently enrolled in. Students who receive approval for more than one I grade in their current block of courses will be required to drop the requisite number of courses from their next scheduled start date to ensure that they are not pursuing more than five courses concurrently (e.g., a student approved for two I grades, who has four courses scheduled in their next block, will be required to drop at least one of those four courses).

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.

**IX = IN PROGRESS EXTENSION.** An IX grade may be awarded in the following instances:

- This grade is only awarded to eligible students who are approved for reasonable accommodations under American Disabilities Act (ADA) or Title IX. An IX may be granted provided that the student is meeting the following criteria:
  - **For ADA:** A new IX course completion date for ADA accommodations must be determined by the Disability Services Advisor. The Registrar’s Office will work with the Disability Services Advisor to determine the IX course completion date for ADA accommodations.
  - **For Title IX:** A new IX course completion date for Title IX accommodations must be determined by Title IX. The Registrar’s Office will work with the Title IX Coordinator to determine the IX course completion date for Title IX accommodations.

Students who are approved for reasonable accommodations will not be penalized after completing the course to comply with an academic adjustment granted by the University in accordance with ADA and Title IX.

IX grade will default to a NM when the course exceeds its expiration date and no grade has been submitted.

The faculty evaluator issues grades for CBE competencies and courses. Only grades earned for a CBE course are listed on student transcripts. Grades for individual CBE competency assessments are not listed. Students have a maximum of 16 weeks to complete all competency assessments within a CBE course.

**Program and Cumulative Grade Point Average**

Program GPA is calculated using all University of Phoenix (UOPX) courses applicable to the student’s degree or certificate program.

Program GPA is the sum of the student’s UOPX program-specific quality points divided by the sum of the student’s UOPX program attempted credits.

UOPX cumulative GPA is a calculation of all completed UOPX courses. Cumulative GPA is the sum of the student’s UOPX quality points divided by the sum of all the student’s UOPX attempted credits.

The following quality points are associated with the respective grades below:

<table>
<thead>
<tr>
<th>Grade</th>
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</tr>
</thead>
<tbody>
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</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>
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<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Academic Forgiveness

University of Phoenix provides the following academic forgiveness options for students.

- **Course Repeat**: Students wanting to improve their GPA may repeat a previously completed course, or complete an equivalent. The initial course will be removed from the GPA calculation, and the most recent course will be applied and calculated regardless of the grade earned. Additionally, the credits earned for the initial course will no longer apply to the student’s record. Academic Standing and Scholastic Disqualification policies will need to be referenced within each program for additional guidelines or limitations.

- **Academic Reprieve**: To allow for a student’s program GPA to recover from lower grades earned due to extenuating life circumstances, students enrolled in an undergraduate degree program, who have completed at least four GPA-applicable University of Phoenix courses, may request to have two course grades removed from calculating into their program GPA for the duration of their undergraduate studies at University of Phoenix. Students enrolled in a graduate degree program, who have completed at least four GPA-applicable University of Phoenix courses, and who are not on Provisional Admission (PV) status, may request to have one course removed from calculating into their program GPA for the duration of their graduate studies at the University of Phoenix. Doctoral and certificate programs are not eligible for Academic Reprieve.

Required course of study courses in which a student earned a non-passing grade and any course that earns a non-passing grade as a result of a student code of conduct sanction are not eligible for Academic Reprieve. Additionally, courses that have a minimum grade requirement, are not eligible for Academic Reprieve; this may include capstone, practicum, clinical, internship, field placement, and student teaching courses.

Students who request Academic Reprieve for a course that received a passing grade will continue to receive credit for the course after the grade has been removed from the program GPA calculation.

Students using Academic Reprieve for a general education or elective course that received a non-passing grade will have the grade removed from their program GPA, but will be required to satisfy the applicable requirement through another University of Phoenix course or an acceptable transfer activity.

All courses and their associated grades, for which grades are removed from the program GPA calculation as part of the University’s Academic Forgiveness policy, will continue to appear on the student’s official transcript.

Students are not eligible to apply Academic Reprieve to a program after the degree has been conferred.

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 http://my.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 transcrips 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 can order their official transcript on their student portal or on the National Student Clearinghouse site at https://www.studentclearinghouse.org/students/. If you’re near Phoenix, Arizona you can pre-order and pick up (by appointment only) your transcript with a photo ID by calling the Admissions and Records Service Center at 800.866.3919 during regular business hours (8:00AM -5:00PM, MST).

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 Corrections

- The University has established a dispute process for students who believe a grade has been awarded incorrectly.

- 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 the faculty member determines the original grade was improperly calculated.

- Requests or disputes related to grades must be resolved by the faculty member in accordance with academic policies. The faculty member’s 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 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 that also allege discrimination or harassment by the faculty member are addressed according to the Equal Opportunity, Harassment, and Nondiscrimination policies.

Disputes challenging a grade that also allege violation of an established University policy (other than discrimination or harassment) are addressed by the relevant director of academic affairs, or designee, who may mediate a resolution between the student and faculty member. The decision regarding whether to change the grade rests solely with the faculty member when adhering to academic policies.

Formal grade disputes will only be reviewed if the student initiated the grade dispute process with their faculty member within six weeks from the grade posting date.

Decisions for grade disputes must be rendered prior to credential conferral.

Program and Modality 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. Students making a permanent change from one modality to another (e.g., online to local campus, or local campus to online) are required to sign a new Enrollment/Disclosure Agreement specific to the new modality. The following policies apply to students enrolled in a competency-based education (CBE) program who opt to change into a non-CBE program.

- Students cannot change programs while active in a CBE course.
- Students enrolled in a CBE program are not eligible to dual-enroll in any other program.
- Students may not change to a CBE program from any other program (including another CBE program).

Credential Conferral

The Registrar’s Office will confer a student’s degree or certificate upon the completion of all academic program requirements. Following credential conferral, the University will issue one diploma or certificate to the student, with the approved name and address indicated by the student on their student website. If a diploma name is not provided on the student website, the certificate or diploma will be issued with the official name recorded in the student information system. 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. Degree and certificate conferral dates cannot precede the date the program was approved and became available in the student’s state or jurisdiction.

Once a credential has been conferred, modifications cannot be made to a student’s official academic record (e.g., students taking coursework to improve their program GPA).

Degree Posting

Degrees are conferred and posted to students’ academic record with the last day of the month in which all degree requirements are completed. Degree requirements are considered to be met when all credit bearing and non-credit bearing requirements have been met, and 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 the final academic requirements for the degree were completed on that date. Diplomas are printed 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 met all financial obligations to the university.

Students who are not eligible for degree conferral are notified by their Academic Representative of their degree deficiencies.

Rescinding Academic Credentials

Situations may arise where it becomes necessary for the University to rescind a previously conferred academic credential (degree or certificate). University of Phoenix reserves the right to rescind academic credentials under the authority and direction of the University Provost and Registrar.

An academic credential may be rescinded if it is discovered that a student had not fulfilled all of the credit-bearing and/or non-credit-bearing requirements. Other scenarios in which a credential may be rescinded include, but are not limited to, student, faculty, and administrator errors; student code of conduct violations; plagiarism; dishonesty; fraud; misrepresentation; or misconduct by students staff, faculty and administrators.

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 DisabilityManagerQuestions@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, posted positive attendance in a University degree program, were in good academic standing, and had not been administratively withdrawn 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.

Graduation with Honors

Bachelor’s degree students who complete their degree program with a program GPA 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 at several locations across the country. Degree seeking students who meet the eligibility requirements may participate in any University of Phoenix (UOPX) commencement ceremony. Registration information and a complete listing of scheduled commencement ceremonies may be accessed via the student website.

Students who have met all of the requirements and completed a degree program with (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 by the final registration deadline:
  - Associate: Successful completion of all but 6 credits
  - Bachelor's and master's: Successful completion of all but 9 credits
  - Doctoral: Successful completion of all credit and non-credit bearing degree requirements, including an approved dissertation or applied project, and signature page signed by the Dean.

Students who do not meet the eligibility requirements will not be allowed to participate in commencement ceremonies. Campus extensions 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 an academic credential. Academic standards must be met in order for an academic credential to be awarded. Students may fail to meet these standards after attending commencement ceremonies.

All bachelor’s degree students who have met the University Honors requirements, by the commencement ceremony date, and have met all other eligibility criteria, will be recognized at commencement ceremonies with the University honor cord. Students who attend commencement ceremonies and wear the University honor cord prior to degree conferral are not guaranteed the “Graduated with Honors” designation on the University diploma and permanent transcript. Academic standards must be met in order for a “Graduated with Honors” degree to be awarded. Students may fail to meet the University Honors standards after attending commencement ceremonies.

Certificate students are not eligible to participate in commencement ceremonies.

**Program Completion Deadlines**

The following program completion deadlines outline the time-frames allotted to students 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</td>
<td>within 5 years</td>
</tr>
<tr>
<td>Associate of Arts (Credit Recognition)</td>
<td>within 2 years</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; EdS</td>
<td>within 8 years</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>

Students who are enrolled in more than one program at a time, wherein all of the courses required for one of the programs are scheduled and completed under the other program (e.g., all of the courses for a certificate program on the student’s record are scheduled and completed under a bachelor's degree program on the record), will only have a program completion deadline for the program that the courses are scheduled under, and will be held to that deadline for both programs.

Program completion deadlines are calculated based on the course start date for the first credit-bearing course in which a student is scheduled and posts positive recorded class attendance after their enrollment agreement sign date for their program. Students who are actively attending their final program-applicable course (i.e., meeting attendance requirements for the course) at the time their program completion deadline expires and complete all program requirements during the final course, will still be considered to have completed their program within the completion deadline.

Changes to a selected major, concentration, emphasis, or en-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.

Students who change their program and/or version will have a new program completion deadline calculated based on the course start date for the first credit-bearing course in which they were scheduled and post positive recorded attendance under their new program and/or version after the student signature date on the most recent enrollment agreement on file.

- Students who post positive class attendance, change their program, and then revert 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.

Non-Degree Students

Students who wish to complete one or more courses with the University without enrolling in a degree or certificate program are considered non-degree students and will be enrolled under the Non-Degree (ND) admission status. Non-degree students are subject to all institutional policies, except those that indicate that they are specific to degree-seeking or certificate-seeking students. Non-degree students can only enroll in courses associated with a degree or certificate program that has been approved in their state or jurisdiction of residency. Non-Degree courses are divided into the following categories:

- General education or elective for-credit courses that are not currently part of a required course of study for a degree or certificate program.
- Courses that are part of a required course of study for a degree or certificate program.
- For-credit courses that are part of an extension offering for a college or non-credit-bearing courses that are part of a Continuing Education offering.
- Students may not have any Continuing Education for Educators (COLEXT-ED) coursework apply to any program requirements (including general education, interdisciplinary, elective, or required course of study requirements) unless that coursework was completed prior to the enrollment Agreement sign date for a degree or certificate program.

Enrollment of international students into non-degree courses in any of the three categories will only be made as permitted by US law. University of Phoenix (UOPX) will not enroll into non-degree courses a resident of, or individual located in, a country that is subject to any of the sanctions programs administered by the US Office of Foreign Assets Control ("OFAC") nor any individual that has been designated a: Specially Designated National ("SDN"), Foreign Sanctions Evader ("FSE"), Blocked Person, Denied Person or other similar classification, as defined by US Law. For the purposes of this policy an international student is defined as a non-US citizen or a student with a non-US (including US territories) address. Applicants fitting this definition must complete an International Student Acknowledgement, which includes consent for background screening and the applicant's consent to allow the University to process the applicant's personal information.

UOPX does not market its educational services to individuals in certain countries. Individuals who reside in such jurisdictions will not be enrolled or admitted unless they are a US citizen or are affiliated with the US Military, subject to OFAC (Office of Foreign Assets Control) restrictions.

To enroll in for-credit courses that are classified as general education, elective, or part of a required course of study for a degree or certificate program, non-degree students must meet the following academic preparedness 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.
- Nevada: Applicants attending a local campus in Nevada 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 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 to satisfy this requirement.
- Students who completed high school/secondary school outside of the US, in a country where English is not the official language, must meet the English language proficiency requirement.
- Students who reside in the US must meet one of the following requirements:
  - Be a legal resident of the US
  - 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. Students must list TPS as the visa type on the enrollment paperwork.
  - Have been granted asylum or refugee status
  - Have a valid F1 Visa
- Students 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
- Must meet state immunization and Health Insurance Requirements
- Provide an unofficial or official transcript demonstrating that any applicable prerequisites have been satisfied for their selected course(s). If the prerequisites were satisfied with UOPX coursework a transcript would not be required. To satisfy a prerequisite the course must meet the following criteria:
  - have been completed at a college or university with approved institutional accreditation, or is a candidate for accreditation.
  - have been completed with a grade of ‘C’ or better, or comparable passing benchmark
  - be comparable in content and must be an equivalent level or higher level course
- Must not have been expelled from UOPX or other institutions. Non-degree students who wish to complete graduate level courses that are part of the required course of study for a degree or certificate program must provide proof of completion of an undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, or comparable undergraduate bachelor’s degree or higher 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.

Non-degree students may not complete an unlimited number of credit courses, however; non-degree students will not be awarded a degree or certificate unless they are officially admitted into a degree or certificate program. Non-degree students who are admitted into a degree program will need to meet the following credit residency requirements:

- 18 credits toward a graduate degree required course of study completed after admission into the degree program.
- 30 credits toward an undergraduate degree required course of study completed after admission into the degree program.
- Completion of the Academic Progression Student Agreement.
- Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

For-credit courses have additional academic preparedness requirements for non-degree students.

**College of Social and Behavioral Sciences Individual Counseling Non-Degree Courses**

Non-degree students with a graduate degree in counseling or related field (e.g. Psychology, school counseling, school psychology, gerontology counseling, rehabilitative counseling) may complete a maximum of four (4) graduate level courses from the available counseling course selection. The academic leadership responsible for the administration of counseling courses programs may waive prerequisite coursework with the appropriate graduate degree and/or clinical experience.

**College of Nursing Individual Nursing Non-Degree Courses**

Students enrolled in an approved RN-BSN Pathway Agreement Institution Concurrent Enrollment Program (CEP) may be scheduled for non-degree courses as outlined on the RN-BSN Pathway Agreement Transfer Pathway Guides.

RN-BSN Pathway Agreement CEP students are required to achieve a minimum grade of "C" (2.0) in their non-degree nursing courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the non-degree nursing CEP courses will be scholastically disqualified from the University. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn. RN-BSN Pathway Agreement CEP students who have been scholastically disqualified will not be allowed to continue until they have taken the following steps: (E6)

- 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.

In addition to any course prerequisites required for non-degree students enrolling in nursing courses, students must provide 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 hold a RN license obtained by taking the US NCLEX-RN exam. Students must provide documentation showing successful completion of the US NCLEX-RN exam:

- Puerto Rico
- US Virgin Islands
- Guam
- American Samoa
- Northern Mariana Islands
- Guam
- Puerto Rico

Non-degree students enrolling in master’s level nursing courses must provide documentation of an undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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.

Non-degree students enrolling in doctoral level nursing courses must provide documentation of a master’s degree or higher in nursing (MSN or MN) from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher 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.

**California Early Completion Option**

California residents may qualify, per state Commission requirements, for the Early Completion Option. This allows candidates to earn a preliminary credential in Multiple Subject or Single Subject by completing an internship and the supervised student teaching component and teaching performance assessments.

- The California Early Completion Option consists of credit-bearing, non-degree coursework. Candidates are not completing a University of Phoenix (UOPX) certificate or degree.
- The California Early Completion Option requires:
Completion of the following coursework (120 pre-service hours):

**MAED/TED 07CA**
- **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

**MAED/TED 08 CA and MAED/TED 9CA**
- **Multiple Subject:** MTE 511; ELM 533; ELL 500; MTE 512; RDG 556; ELM 532
- **Single Subject:** MTE 511; SEC 533; ELL 500; MTE 512; RDG 558; SEC 532

Upon successful completion of required Early Completion Option (ECO) coursework and completion of additional requirements as outlined in the ECO checklist, students are eligible to apply for the intern credential.

Early Completion Option students enrolled in this option must validate a full-time student teaching experience (minimum 15 weeks) as the teacher of record.

- Students must successfully complete 15 weeks of supervised student teaching experience. Candidates will be assigned a faculty supervisor by the University throughout the program and their student teaching experience.
- Students will be assigned a mentor at the school site for the duration of their district contract.
- Students must earn a B or better in each of the student teaching seminars. Grades of "B-" are not accepted. Students who fail to receive a minimum grade of "B" in each of the student teaching seminars will not earn quality points, as the grade is considered a failing grade.
- Students have only one opportunity to successfully complete the student teaching experience.

Early Completion Option students who have completed coursework but have not met their Institutional Recommendation (IR) requirements within the contracted school year, may not be eligible to maintain their internship credential.

Early Completion Option students must pass the Teacher Performance Assessment (edTPA) on their first attempt and within one year of being issued the intern credential. Students who do not pass the edTPA on their first attempt must transition to the CA internship option in the MAED/TED CA programs.

Late Assignments

Individual course assignments will be accepted up to four days after the assignment due date, with a maximum 10% deduction for lateness. This includes final week individual assignments, which may be submitted up to four days after the course end date. Course participation requirements must be met within the designated course week. Competency-based education (CBE) competency assessments will be accepted up to two days after the course end date without a deduction.

Academic Recognition

University of Phoenix (UOPX) recognizes exceptional academic performance by students in a degree program on a semi-annual basis through placement on the Dean’s List for their college, or on the University President’s List.

To be eligible for recognition through placement on their college Dean’s List, associate, bachelor’s, and master’s degree program students must meet the following criteria for courses completed during the six months prior to each semi-annual Dean’s List publication:

- Complete at least 12 UOPX semester hour credits that are applicable to the program GPA toward an associate, bachelor’s, or master’s degree program.
- Have no courses on the student record with I, IX, IP, F, or NM grades (students will be eligible if I, IX, or IP grades are subsequently changed to an acceptable grade), or that have been removed from calculating into the program GPA through course repeats or Academic Reprieve.
- Achieve a qualifying GPA for UOPX courses completed during the six-month eligibility period:
  - Associate and bachelor’s programs: 3.50 - 3.99
  - Master’s programs: 3.70 - 3.99

To be eligible for recognition through placement on the University President’s List, associate, bachelor’s, master’s, and doctoral students must meet the following criteria for courses completed during the six months prior to each semi-annual President’s List publication:

- Complete at least 12 UOPX semester hour credits that are applicable to the program GPA toward an associate, bachelor’s, or master’s degree program, or at least nine UOPX semester hour credits that are applicable to the program GPA toward a doctoral program.
- Have no courses on the student record with I, IX, IP, F, or NM grades (students will be eligible if I, IX, or IP grades are subsequently changed to an acceptable grade), or that have been removed from calculating into the program GPA through course repeats or Academic Reprieve.
- Achieve a qualifying GPA of 4.0 for UOPX courses completed during the six-month eligibility period.
ACADEMIC QUALITY AND OUTCOMES ASSESSMENT

Academic Quality and Outcomes Assessment - Ensuring Consistent Quality

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 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 instructional 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 (UPL).

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 phoenix.edu/alumni. Begin connecting with the association and your fellow graduates, and start exploring the benefits available to you:

**Career Resources**
Graduates can continue to access, free of charge, a suite of career tools on PhoenixLink™. PhoenixLink™ is the University of Phoenix career planning and readiness platform. For details, visit phoenix.edu/career-services.html.

**Alumni Services**
- **Alumni Mentor Program** - Join forces: knowledge + experience = power. The program connects University of Phoenix students and alumni 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 phoenix.edu/alumni/mentor.
- **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 phoenix.edu/alumni/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 agreements 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.
- **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. Visit phoenix.edu/alumni/events.
- **Share Your Story** - Tell others how education played a part in your success. Email your story to success@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’s Alumni Library phoenix.edu/library, the Center for Mathematics Excellence phoenix.edu/mathematics-excellence and the Center for Writing Excellence found through the student portal.
- **Transcripts** - Need a copy of your transcript? Visit phoenix.edu/students/transcripts to order one.

**Additional Information**
Visit us on the Web at phoenix.edu/alumni
E-mail address: alumni@phoenix.edu
facebook.com/uopxalumni
instagram.com/uopxalumni
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 Applicant 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 course work under Applicant 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 military university or college (Community College of the Air Force and US service academies) with approved institutional accreditation. If these documents are unavailable, American Council on Education Registry Transcripts (AARTS and SMARTS) or discharge 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 (US) to meet admission requirements may enroll in University of Phoenix (UOPX) courses prior to official admission only if they meet all the following requirements:

- If residing in the US, have an appropriate immigrant or nonimmigrant status that does not prohibit educational studies;
- Graduate applicants must have a pre-evaluation completed by the Office of Admissions and Evaluation indicating that the applicant has the appropriate academic background to meet admission requirements;
- Must satisfy all other program-specific admission requirements.

Applicants who have earned an undergraduate degree, or other transfer credit, from an institution outside of the US, but who have earned a master's degree from a college or university with approved institutional accreditation are eligible to enroll with the University at the graduate level. All program-specific admission requirements must have been satisfied by the master's degree.

Undergraduate applicants relying on educational credentials from an institution outside of the US may enroll in UOPX 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 US, the University will accept copies of academic records issued from international institutions to conduct a pre-evaluation. These are used 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 US must meet the University’s verification standards prior to rendering an official admission or transfer credit decision. Verification of previous academic credentials earned outside of the US can be satisfied by one of the following methods:

- Receipt and verification of official academic credentials issued directly to UOPX by the applicant's previous institution;
- Receipt and verification of official academic credentials held in possession of the applicant as the official record of academic studies conducted in the applicant's specific country;
- Receipt and verification of official correspondence issued directly to UOPX by the applicant’s previous institution indicating that copies of academic credentials and/or level study is valid;
- 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 Admissions and Evaluation.

For applicants with academic records from colleges or universities earned outside of the US with approved institutional accreditation, academic credentials will be subject to the same policies as credentials issued from a domestic institution.
Secondary completion credentials earned outside of the US are considered comparable to US secondary completion credentials and do not need to be validated unless required by the applicant’s state or jurisdiction.

Applicants who completed high school/secondary school outside of the US, in a country where English is not the official language, must meet the English language proficiency requirement for admission. Specific English language proficiency policies are included with each program’s admission requirements.

If documents are issued to UOPX in a language other than English, the applicant will be required to obtain an official translation and submit it to UOPX. Translations must be completed and 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 Admissions and Evaluation at UOPX if translation services are provided for that specific language.

The University is authorized under federal law to enroll nonimmigrant applicants. UOPX only issues Forms I-20/A-B to border commuters and approved doctoral applicants during their residency in the US. Form I-20/A-B is required by applicants who need to attend school in the US. The University is only authorized to issue the I-20 for applicants who will attend specific campus locations and programs recorded with the Department of Homeland Security.

Admission of international applicants will only be made as permitted by US law. UOPX will not admit a resident of, or individual located in, a country that is subject to any of the sanctions programs administered by the US Office of Foreign Assets Control ("OFAC") nor any individual that has been designated a: Specially Designated National ("SDN"), Foreign Sanctions Evader ("FSE"), Blocked Person, Denied Person or other similar classification, as defined by US Law. For purposes of this policy an international applicant is defined as a non-US citizen or an applicant with a non-US (including US territories) address. Applicants fitting this definition must complete an International Student Acknowledgement, which includes consent for background screening and the applicant’s consent to allow the University to process the applicant’s personal information.

University of Phoenix does not market its educational services to individuals in certain countries. Individuals who reside in such jurisdictions will not be enrolled or admitted unless they are a US citizen or are affiliated with the US Military, subject to OFAC (Office of Foreign Assets Control) restrictions.

All academic credentials sent to UOPX will become the possession of UOPX and will not be returned to applicants unless prior approval was granted by the Office of Admission and Evaluation.

F-1 Visas

The University provides support for the F-1 visas needed by foreign students by issuing the I-20 if requirements are met and sponsoring the student as long as they are attending their specific academic program for the duration of their F-1 visa. Students are responsible for their visa applications and all associated fees to be paid by the student directly to the Student Exchange and Visitor’s Program (SEVP).

Admission Deadlines

University of Phoenix (UOPX) cannot guarantee that students who begin coursework will be admitted to their degree or credit-bearing certificate program. Students in all programs must be officially admitted by the completion of their fourth UOPX course. Students who are unable to be admitted by the completion of their fourth UOPX course will be administratively withdrawn from the University and placed in Admission Deadline Exceeded (DE) admission status.

Admissions Appeal Process for Expelled Students

Expelled students are not eligible for admission to University of Phoenix (UOPX).

- No appeals will be accepted for students expelled from UOPX.
- 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 Admission Application 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 undisclosed 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:

- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Nevada: Applicants attending a local campus in Nevada 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 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 to satisfy this requirement. This Nevada requirement does not apply to College of Education programs.
- 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 780 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
• 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 college or university with approved institutional accreditation 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 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 and Evaluation.

• 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.

• Unless excused because of religious belief or medical condition, students attending a physical campus in Nevada are required to submit the University proof of immunity against Tetanus, Diphtheria (Td or Tdap), and Measles, Mumps, Rubella (MMR). Students under 23 years of age and having fewer than 24 credits must also submit to the University proof of immunity against Meningitis; vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MenACWY) on or after age 16 will satisfy this requirement.

All residents of Hawaii are required to submit immunization information to the University.

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 attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students under 23 years of age and having fewer than 24 credits must also submit to the University proof of immunity against Meningitis; vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MenACWY) on or after age 16 will satisfy this requirement.

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Students who have been expelled from University of Phoenix are not eligible for reenrollment. 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).

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• Unless excused because of religious belief or medical condition, students attending a physical campus in Nevada are required to submit the University proof of immunity against Tetanus, Diphtheria (Td or Tdap), and Measles, Mumps, Rubella (MMR). Students under 23 years of age and having fewer than 24 credits must also submit to the University proof of immunity against Meningitis; vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MenACWY) on or after age 16 will satisfy this requirement.

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Students who have been expelled from University of Phoenix are not eligible for reenrollment. 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 and Evaluation.

• 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.

• Unless excused because of religious belief or medical condition, students attending a physical campus in Nevada are required to submit the University proof of immunity against Tetanus, Diphtheria (Td or Tdap), and Measles, Mumps, Rubella (MMR). Students under 23 years of age and having fewer than 24 credits must also submit to the University proof of immunity against Meningitis; vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MenACWY) on or after age 16 will satisfy this requirement.
For enrollments effective on or after July 1, 2020, Tetanus, Diphtheria, Pertussis (Tdap): The Hawaii State Department of Health requires that all students attending school at a campus in this state be immunized for Tetanus Diphtheria, and Pertussis (TDAP). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

Exemptions from the MMR, Varicella, and Tdap immunization requirements may be granted for the following reasons:

- A medical exemption may be granted to specific vaccines.
  - A US 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.
- A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization. Requests for religious exemptions based on exemptions to specific immunizing agents will not be granted.
- 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 Hawaii must present a TB Clearance obtained within 12 months prior to their first attendance in a post-secondary school in Hawaii or a TB Clearance obtained after age sixteen. A TB Clearance must be submitted with the Hawaii TB Clearance form prior to the first night of class or the student will not be permitted to attend class. Students may submit a copy of their TB Clearance received prior to their attendance at another Hawaii post-secondary school.

* 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 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 from a combination of Required Course of Study, General Education, and Electives 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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.
  - Life Experience Journals 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

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 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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.
  - Life Experience Journals credit is not eligible to waive courses in the required course of study.
University Orientation Workshop

Applicants to designated undergraduate programs requiring the University Orientation 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 the 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 Workshop requirements and will remain on Orientation Pending (OP) admission status. Applicants will be allowed two attempts to successfully complete the Orientation Workshop. After the 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 GPA.

Students who were previously admitted to the University are not required to complete the University Orientation Workshop.

**Risk Free Period Policy**

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 week four or after of their first course, at which point the trial period ends.

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**

**Phoenix Success Series (Pathway A and Pathway B Programs)**

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- In addition to GEN 201, Pathway A students are required to complete 3 credits of College Composition which will contribute to fulfillment of the General Education requirements.
- Following GEN 201, Pathway B students are required to complete coursework in the remaining Phoenix Success Series (PSS) categories which will contribute to fulfillment of the General Education requirements.

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<th>Phoenix Success Series content area requirements</th>
<th>Credits</th>
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<td>Psychology</td>
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<td>Critical thinking</td>
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**Phoenix Success Series Preferred Sequence and Prerequisites**

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<td>PSY 110 .....................................................................</td>
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<td>Psychology of Learning</td>
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<td>HUM 115 .....................................................................</td>
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<td>Critical Thinking in Everyday Life</td>
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<td>FP 100 ......................................................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Everyday Economics and Finances</td>
<td></td>
</tr>
<tr>
<td>ENG 210 .....................................................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>English Composition II</td>
<td></td>
</tr>
</tbody>
</table>

- Concurrent enrollment is prohibited during any of the PSS courses.
• The PSS must be completed within the first six courses upon enrollment and prior to beginning the required course of study. The PSS contributes to fulfillment of the General Education and elective requirements.

First-Year Sequence (A Track and B Track Programs)
• 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 (UOPX), and are not required to enroll in the First-Year Sequence (FYS).
• Applicants disclosing fewer than 24 previous college credits on the Admissions Application, enrolling in designated undergraduate programs, are required to complete the FYS.
• Prior Learning Assessment (PLA) and credits earned through National Testing Programs are not included as previous college credits when determining placement in the FYS.
• FYS students must satisfy all seven required courses from the FYS prior to enrolling in any other program applicable course.

Preferred Sequence
GEN 195 ................................................................. 3 credits
Foundation of University Studies
COM 170 ......................................................... 3 credits
Elements of University Composition and Communication I
COM 172 ......................................................... 3 credits
Elements of University Composition and Communication II
HUM 114 ......................................................... 3 credits
Critical Thinking and Creative Problem Solving
PSY 211 ......................................................... 3 credits
Essentials of Psychology
SCI 163 ......................................................... 3 credits
Elements of Health and Wellness
FP 120 ......................................................... 3 credits
Essentials of Personal Finance
• SOC 110 is an optional course that may be taken after GEN 195.
• Successful completion of UOPX math and English courses designated as applicable to the proficiency requirements:
• Math Pathways
College deans determine the appropriate baseline math courses necessary for student success. The designated Math Pathway(s) will be outlined within each program’s policies. The University offers the following Math Pathways:
• Mathematics for Elementary Educators
• Quantitative Reasoning
• Statistics
• College Algebra
• Calculus

General Education
In its commitment to help working adults achieve their professional 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 General Studies, provides instruction that focuses on Liberal Arts, Humanities, Science, and Mathematics. Undergraduate General Education requirements emphasize exposure to and exploration of topics in a variety of General Education categories. 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 navigate social, technological, scientific, and cultural change.

General Education Student Learning Outcomes
• In addition to the knowledge and skills related to the University Learning Goals, graduating students should attain certain knowledge, skills and abilities within the various General Education categories. Therefore, students should be able to demonstrate the following learning outcomes by the time they complete their General Education requirements:
• Students will apply effective communication skills in a variety of contexts
• Students will utilize quantitative reasoning skills for a variety of purposes.
• Students will utilize scientific thinking and inquiry skills for a variety of purposes.
• Students will apply critical and creative thinking skills in a variety of contexts.
• Students will apply intercultural and interpersonal awareness in a variety of contexts.

**General Education Categories**

The curriculum within the General Education catalog is comprised of traditional categories. The required number of credits in each category varies by program and may be found within the program specific requirements. The General Education categories and curriculum ensure that students are exposed to content essential to a baccalaureate experience. Categories within General Education curriculum are as follows:

**Communication Arts**, credit requirements vary by program

Course work in Communication Arts 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 English/Language Arts focuses on the development and application of writing, speaking, group process, and interpersonal communication skills.

**Mathematics**, credit requirements vary by program

Course work in Mathematics 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 Social Sciences 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 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.

**Humanities**, credit requirements vary by program

Course work in 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**, credit requirements vary by program

Course work in 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 Science/Technology 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 Science/Technology requirement. Certain courses in geography or aerospace studies that 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 that focus on human physiological processes.

Technology refers to the application of scientific knowledge in making and using tools to enhance culture. Course work in the area of technology that 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 that focus primarily on the social and environmental conflicts that 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 additional breadth in the Liberal Arts by selecting courses from any of the categories listed above.

**Interdisciplinary**, credit requirements vary by program

To fulfill this requirement, students may select additional General Education courses, or any University courses other than those in their major field. The intent of this requirement is to further increase students’ exposure to the categories listed 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 breadth to their academic and professional knowledge base.
Program Length

Associate Programs
The established "normal time" to complete a program is as follows: Education - 90 to 104 weeks, General Studies - 90 to 104 weeks, Health Professions - 90 to 106 weeks, Social and Behavioral Sciences - 90 to 114 weeks, Business and Information Technology - 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 as follows: Education - 206 to 222 weeks, General Studies - 204 to 206 weeks, Health Professions - 200 to 204 weeks, Nursing - 202 to 215 weeks, Social and Behavioral Sciences - 200 to 225 weeks, Business and Information Technology - 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.
COLLEGE OF GENERAL STUDIES

The College of General Studies houses the Bachelor of Arts in English and Bachelor of Science in Environmental Science programs. In addition, the College supports the General Education catalog, which encompasses courses in Liberal Arts, Humanities, Sciences, and Mathematics. Courses in Liberal Arts and Humanities help students learn to think critically, express themselves effectively, and understand the complexities of diverse cultural identities. Students should learn to appreciate the power of words, images and ideas, and the role of lifelong learning in the human experience. Studying the Sciences gives students insight to the fundamental processes of nature and provides the basic knowledge necessary to understand modern scientific accomplishments, while courses in Mathematics help students develop analytical and quantitative skills.

Bachelor of Arts in English

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 degree provides an academic content area foundation for students interested in pursuing further graduate or alternative route methodology courses required for teaching 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. This program does not directly prepare for certification or licensure as a teacher. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of General Studies 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 their understanding of written and spoken texts by applying rhetorical concepts.
- Students will demonstrate collaborative learning skills in analysis and composition.
- Students will compare and contrast literature across its forms, genres, and schools, using significant authors and works to identify 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 in scholarly research to their lives.
- Students will explain the importance of literature, rhetoric, and linguistics to society.

BA/ENG Preferred Sequence- Pathway A and Pathway 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).

Lower Division Courses - 15 credits

Major Courses - 6 credits
ENG 270 ~ Survey of American Literature since 1860 3 credits
ENG 280 ~ Literary Interpretation and Analysis 3 credits
ENG 290 ~ Rhetoric and Critical Thinking 3 credits

Select 1 course - 3 credits from the following:
LIT 235 ~ Survey of American Literature to 1798 3 credits
LIT 255 ~ Survey of American Literature to 1860 3 credits

Select 2 courses - 6 credits from the following or another 200 level ENG or LIT course:
ENG 230 ~ History of the English Language 3 credits
ENG 235 ~ Introduction to Creative Writing 3 credits
ENG 240 ~ Linguistics 3 credits
ENG 249 ~ Introduction to Technical Writing 3 credits
ENG 260 ~ The Short Story 3 credits
ENG 265 ~ The Novel 3 credits
ENG 270 ~ Literary Interpretation and Analysis 3 credits
ENG 275 ~ Survey of American Literature to 1860 3 credits
ENG 280 ~ Survey of English Literature since 1798 3 credits

Survey of English Literature to 1798 3 credits
History of the English Language 3 credits
Folklore and Fairytales 3 credits
The Short Story 3 credits
Children’s Literature 3 credits
Survey of American Literature since 1798 3 credits
Survey of American Literature since 1860 3 credits
Survey of American Literature since 1860 3 credits
Introduction to Technical Writing 3 credits
## Upper Division Courses - 33 credits

<table>
<thead>
<tr>
<th>Major Courses - 6 credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 375 ~ .................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Literary Theory and Criticism</td>
<td></td>
</tr>
<tr>
<td>WRIT 320 ~ .................................</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Advanced Composition for the English Major**

**Select 8 courses from the below list or another upper division course with an LIT, WRIT, RHET, or ENG 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
  - Literature of the Fantastic
- RHET 300 ~ .................................... 3 credits
  - American Autobiography
- RHET 450 ~ .................................... 3 credits
  - Rhetorical Theories
- RHET 470 ~ .................................... 3 credits
  - Advanced Linguistics
- RHET 475 ~ .................................... 3 credits
  - Studies of American Rhetoric
- RHET 479 ~ .................................... 3 credits
  - Rhetoric and Social Media
- WRIT 310 ~ .................................... 3 credits
  - Creative Writing: Personal Essays and Creative Non-Fiction
- WRIT 350 ~ .................................... 3 credits
  - Creative Writing: Poetry
- WRIT 410 ~ .................................... 3 credits
  - Writing for Social Media
- WRIT 415 ~ .................................... 3 credits
  - Creative Writing: Poetry
- WRIT 420 ~ .................................... 3 credits
  - Creative Writing: Short Story
- WRIT 425 ~ .................................... 3 credits
  - Creative Writing: One Act Play
- ENG 301 ~ ..................................... 3 credits
  - American Ethnic Literature
- ENG 313 ~ ..................................... 3 credits
  - Writing Proposals
- ENG 340 ~ ..................................... 3 credits
  - Creative Writing
- ENG 380 ~ ..................................... 3 credits
  - Applied Linguistics
- ENG 492 ~ ..................................... 3 credits
  - American Literature since 1860
- ENG 493 ~ ..................................... 3 credits
  - English Literature to 1800
- ENG 494 ~ ..................................... 3 credits
  - English Literature since 1800
- ENG 495 ~ ..................................... 3 credits
  - Advanced Creative Writing
- ENG 496 ~ ..................................... 3 credits
  - African American Literature

**Select 1 Capstone - 3 credits:**

- ENG 480 ~ ..................................... 3 credits
  - Applied Rhetoric

The University reserves the right to modify the required course of study.

### Focus Study - 15 credits

To satisfy the Focus Study requirement, students must complete 15 credits in a content area(s) outside of their selected major, nine (9) of which must be upper division. It is strongly recommended the 15 credits be in the same content area; however, students may satisfy the requirement with any eligible UOPX course or acceptable transfer activity. Credits completed and applied to the Focus Study requirement may not be applied to another program requirement.

### 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

### 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
Degree Requirements for the BA/ENG for Arkansas Students

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education 54 credits
  - Major-English 48 credits
  - Focus Study 15 credits
  - Elective Credits 3 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
  Pathway A must include: 3 credits of College Composition
  Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
  Must include 6 credits of quantitative reasoning or higher
- Social Science, 6 credits
  Pathway A must include: 3 credits of College Composition
  Pathway B must include: 6 credits in college-level research and writing
- Science & Technology, 6 credits
  Must include at least three (3) credits in the physical or biological sciences
- Humanities, 6 credits
  Pathway B must include: 3 credits in critical thinking
  Must include: GEN 201
- Additional Liberal Arts, 3 credits
- Foreign Language, 6 credits
  NTP Foreign Language Exams may be used to satisfy foreign language requirements.
- Interdisciplinary Component, 3 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 BA/ENG for Arkansas Students

A minimum of 51 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
  Pathway A must include: 3 credits of College Composition
  Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
  Must include MTH 220
- Social Science, 9 credits
  Pathway B must include: 3 credits in economics
  Pathway B must include: 3 credits in psychology
  The Social Science requirement may also be satisfied with any transfer coursework with US History or Government content.
- Science & Technology, 9 credits
  Must include a minimum of 6 credits in lab science
  The lab science requirement may also be satisfied with any science transfer coursework with a lab component.
- Humanities, 9 credits
  Pathway B must include: 3 credits in critical thinking
  Must include: GEN 201
- Additional Liberal Arts, 6 credits
- Foreign Language, 6 credits
  NTP Foreign Language Exams may be used to satisfy foreign language requirements.

Academic Progression Requirements for the BA/ENG

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.
Residency Requirements and Course Waivers for the BA/ENG

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BA/ENG

• 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.

• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

• No appeals will be accepted for re-entry to an expired program.

• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Bachelor of Science in Environmental Science

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 degree provides an academic content area foundation for students interested in pursuing further graduate or alternative route methodology courses required for teaching 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. This program does not directly prepare students for certification or licensure as a teacher. 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.
Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of General Studies 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 apply basic research methods in science.
- Students will evaluate scientific reasoning to critically analyze environmental issues.
- 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 - 23 credits

Major Courses - 23 credits

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>BIO 101</td>
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</tr>
<tr>
<td>Principles of Biology</td>
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<tr>
<td>BIO 280</td>
<td>3</td>
</tr>
<tr>
<td>Conservation Biology</td>
<td></td>
</tr>
<tr>
<td>CHM 150</td>
<td>4</td>
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<tr>
<td>General Chemistry I</td>
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<tr>
<td>CHM 151</td>
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<tr>
<td>General Chemistry II</td>
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<tr>
<td>ENV 100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Environmental Science</td>
<td></td>
</tr>
<tr>
<td>GLG 220</td>
<td>3</td>
</tr>
<tr>
<td>Physical Geology</td>
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<tr>
<td>SCI 256</td>
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People, Science and the Environment

Upper Division Courses - 33 credits

Major Courses - 21 credits

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 315</td>
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<tr>
<td>Ecology and Evolution</td>
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<tr>
<td>ECO 370</td>
<td>3</td>
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<tr>
<td>Environmental Economics</td>
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<tr>
<td>ENV 320</td>
<td>3</td>
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<tr>
<td>Environmental Law</td>
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<td>ENV 410</td>
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<tr>
<td>Environmental Toxicology</td>
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</tr>
<tr>
<td>ENV 420</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Risk Assessment</td>
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</tr>
<tr>
<td>SCI 362</td>
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</tr>
</tbody>
</table>

Environmental Issues and Ethics

SUS 300 ~ ................................................................. 3 credits

Environmental Sustainability

Electives - Select (4) Courses - 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 325</td>
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<tr>
<td>Economic Botany</td>
<td></td>
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<tr>
<td>ENV 310</td>
<td>3</td>
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<tr>
<td>Environmental Management</td>
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<tr>
<td>ENV 315</td>
<td>3</td>
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<tr>
<td>Global Change</td>
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<td>ENV 330</td>
<td>3</td>
</tr>
<tr>
<td>Global Environmental Health</td>
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<tr>
<td>ENV 340</td>
<td>3</td>
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<td>Energy and the Environment</td>
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<tr>
<td>ENV 350</td>
<td>3</td>
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<tr>
<td>Water and Wastewater Treatment Technology</td>
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<td>ENV 400</td>
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<tr>
<td>Watershed Hydrology</td>
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<td>ENV 430</td>
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<tr>
<td>Environmental Technology</td>
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<tr>
<td>ENV 431</td>
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</table>

Public Policy Analysis

The University reserves the right to modify the required course of study.

Focus Study - 15 credits

To satisfy the Focus Study requirement, students must complete 15 credits in a content area(s) outside of their selected major, nine (9) of which must be upper division. It is strongly recommended the 15 credits be in the same content area; however, students may satisfy the requirement with any eligible UOPX course or acceptable transfer activity. Credits completed and applied to the Focus Study requirement may not be applied to another program requirement.

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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway B must appeal to pursue Pathway A.
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. Electives Requirement 13 credits

Select elective courses to meet the minimum upper division and general education requirements for the Bachelor of Science in Environmental Science degree.

Communication Arts Requirement(s) 6 credits
- Pathway A must include: 3 credits of College Composition
- Pathway B must include: 6 credits in college-level research and writing

Mathematics Requirement(s) 9 credits
- Must include: MTH 231, equivalent or higher
- Must include 6 credits of college algebra or higher

Social Science Requirement(s) 6 credits
- Pathway B must include: 3 credits in economics
- Pathway B must include: 3 credits in psychology

Science/Tech Requirement(s) 6 credits
- Must include at least three (3) credits in the physical or biological sciences

Humanities Requirement(s) 6 credits
- Pathway B must include: 3 credits in critical thinking
- Must include: GEN 201

Additional Liberal Arts Requirement(s) 3 credits
- With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
  - University of Phoenix coursework
  - Activity that is acceptable in transfer to the University
- 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 BS/EVS

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BS/EVS

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BS/EVS

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
THIS PAGE WAS LEFT BLANK INTENTIONALLY
The College of Social and Behavioral Sciences offers undergraduate and graduate degree programs in a number of diverse academic areas including counseling, psychology, social work, criminal justice and security, and public administration. The College provides innovative, relevant, and student-focused educational programs designed to prepare students for opportunities of service and leadership in the fields of social and behavioral sciences. These programs are developed and taught by highly skilled practitioners in their respective fields who emphasize knowledge, skills, dispositions, and lifelong learning as essential elements for professional practice. Through individual and collaborative work in theory and practice, students can acquire the knowledge and skills needed for today’s work environment.

**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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College 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 critically analyze issues of diversity, race, ethnicity, and multiculturalism related to criminal justice disciplines in order to identify and apply sound strategies to overcome socio economical 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 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 towards 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- Pathway A and Pathway 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).

**CJS 201 ~ Introduction to Criminal Justice**

**CJS 225 ~ Critical Thinking in Criminal Justice**

**CJS 245 ~ Juvenile Justice Systems and Processes**

**CJS 251 ~ Introduction to Police Theory and Practices**

**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 security and 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 security and 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 security and 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 security and 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 who disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for AACJS

All applicants are expected to meet the following admissions requirements:
- Applicants must be at least 16 years of age at the time of application.
- 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 activity must be comparable in content and semester length.
- 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 as listed in University transfer program.
- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Additional Liberal Arts, 6 credits
Must include CJS 231
Must include: GEN 201
Interdisciplinary Component, 3 credits
Must include: CJS 205
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
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.
- 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the AACJS

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits from a combination of Required Course of Study and General Education courses must be completed at UOPX.

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 from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer program.
- 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 Journal credit is not eligible to waive courses in the required course of study.
- Students in this program may waive a maximum of 6 credits from their required course of study.
Re-entry for the AACJS

• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Bachelor of Science in Criminal Justice Administration is to equip adult learners with a fundamental understanding of the essential components comprising the American criminal justice system. Students will learn basic management, administrative and financial skills relative to criminal justice agencies. The program also strives to familiarize students with current trends, research techniques, and problem-solving methods in the discipline. This program is designed to bridge the gap between theory and practical application through core instruction in criminal justice as it is represented in the domains of law enforcement, criminal courts, and corrections.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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.

• Apply administrative practices within the criminal justice system.
• Apply professional dispositions and ethical conduct in criminal justice administration.
• Analyze procedures within criminal justice programs and public policies.
• Integrate research and theories in criminal justice administration.
• Evaluate innovative strategies for serving diverse populations within the criminal justice system.

Preferred Sequence and Prerequisites for the BSCJA

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 316 ~ ................................................................................. 3 credits
Surveys of Criminal Justice
CJA 326 ~ ................................................................................. 3 credits
Ethics in Criminal Justice
CJA 336 ~ ................................................................................. 3 credits
Next Sequence and Prerequisites for the BSCJA

CJA 346 ~ ................................................................................. 3 credits
Theories of Criminology and Victimology
CJA 356 ~ ................................................................................. 3 credits
Organizational Behavior and Management
CJA 366 ~ ................................................................................. 3 credits
Interagency Communication
CJA 386 ~ ................................................................................. 3 credits
Research Statistics
CJA 416 ~ ................................................................................. 3 credits
Budget, Finance, and Planning
CJA 426 ~ ................................................................................. 3 credits
Grant Writing and Funding
CJA 436 ~ ................................................................................. 3 credits
Mental Health Services and Crisis Intervention
CJA 446 ~ ................................................................................. 3 credits
Criminal Justice Policy Analysis and Program Evaluation
CJA 456 ~ ................................................................................. 3 credits
Contemporary Issues and Futures in Criminal Justice
CJA 476 ~ ................................................................................. 3 credits
Criminal Justice Problem-Solving Methods
CJA 486 ~ ................................................................................. 3 credits
Administration Capstone
The University reserves the right to modify the required course of study.

University of Phoenix, 2020-2021

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

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The Bachelor of Science 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 security and 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 security and 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 security and 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 security and 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 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSCJA

All applicants are expected to meet the following admissions requirements:
- Signed Acknowledgement Form
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 36 credits
  - Required Course of Study - 42 credits
  - Electives - 42 credits
  - A minimum of 42 upper division credits.
  - A minimum grade point average (GPA) of 2.00.
- The activity must have been completed at a college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree-completers.

Students in this program may waive a maximum of 9 credits from their required course of study.

The following course in the required course of study may not be waived: CJA 486

General Education Requirements for the BSCJA

A minimum of 36 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Any program that leads to professional licensure or certification
No appeals will be accepted for re-entry to an expired program.
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
Must include: GEN/201
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
• University of Phoenix coursework
• Activity that is acceptable in transfer to the University
Students who lack .67 or fewer general education credits may use elective credits to waive the balance. Students must use 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
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 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 311 ~ Security Management Fundamentals ........................................... 3 credits
SEC 321 ~ Survey of Security Specializations ............................................. 3 credits
SEC 331 ~ Industrial Safety ........................................................................... 3 credits
SEC 319 ~ Computers and Information Processing in Security .................... 3 credits
SEC 300 ~ Fundamentals of Human Resource Management in Security ........ 3 credits
SEC 341 ~ Criminology and the Criminal Justice System ............................. 3 credits
SEC 351 ~ Legal and Regulatory Issues in Security Management .................. 3 credits
SEC 361 ~ Interpersonal Communications .................................................... 3 credits
SEC 371 ~ Finance and Budgeting Practices .................................................. 3 credits
SEC 391 ~ Organizational Behavior and Management ................................... 3 credits
SEC 401 ~ Threat and Vulnerability Management ......................................... 3 credits
SEC 431 ~ Principles of Investigation ............................................................ 3 credits
SEC 441 ~ Security of Networks and Enterprise Systems .............................. 3 credits
SEC 481 ~ Security Capstone ......................................................................... 3 credits
SEC 411 ~ Upper Division Security Management Electives .......................... 3 credits
SEC 421 ~ Physical Security ........................................................................... 3 credits
SEC 431 ~ Personnel Security and Executive Protection .............................. 3 credits
SEC 441 ~ Global Security Issues ................................................................... 3 credits
SEC 461 ~ Terrorism ....................................................................................... 3 credits
SEC 471 ~ Critical Incident Management ..................................................... 3 credits
SEC 481 ~ Implementation of Security System Measures ............................... 3 credits
SEC 491 ~ Physical Security Operations Capstone ........................................ 3 credits
SEC 491 ~ Enterprise Security Administration Capstone .............................. 3 credits

The University’s security and 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 even disqualifications) depending on the position. Before enrolling in a security and 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 do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

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’s 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.
- 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
  - Completion of all en-route credential requirements, including any course retakes needed to ensure the en-route credential GPA requirement is met, prior to conferral of the bachelor’s degree.
- 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:

• 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 activity must have been completed within the past ten (10) years from current program enrollment agreement sign date.

Residency Requirements and Course Waivers for the BSSEC

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 may satisfy the 15 credit Upper Division Security Management Electives requirement. Students not earning an 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) 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 within the past 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
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Must include: GEN 201
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Additional Liberal Arts, 6 credits
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.
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- 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

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 nonprofit 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral Sciences matriculating 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 and explain civic leaderships, public programs, and planning that influences the community.
- Students will analyze the nature and formation of business and governmental law as they apply to public and not-profit administration leadership, and policy.
- Students will classify risk management situations, collect and analyze data, collaborate on alternative methods of resolution, and assess results.
- Students will explain the foundations of ethics within the public and non-profit sectors.
- Students will demonstrate an understanding of public finance and capital improvement.
Preferred Sequence and Prerequisites for the BSPA - Pathway A and Pathway 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).

BPA 200 ~ Prerequisite applies to Pathway B only ............. 3 credits
Public Sector Communications
BPA 201 ................................................................. 3 credits
Foundations of Public Administration
BPA 211 ................................................................. 3 credits
Foundations of Federal, State and Local Government
BPA 221 ................................................................. 3 credits
Critical Thinking and Decision Making in the Public Sector
BPA 300 ................................................................. 3 credits
Politics and Citizenship: The Public Policy Environment
BPA 311 ................................................................. 3 credits
Principles of Governmental Accounting
BPA 321 ................................................................. 3 credits
Personnel Management
BPA 331 ................................................................. 3 credits
Financial Management for Non-Profit Organizations
BPA 341 ................................................................. 3 credits
Public Programs: Implement and Evaluate in a Dynamic Setting
BPA 351 ................................................................. 3 credits
Research in Public Administration
BPA 361 ................................................................. 3 credits
Grant Writing
BPA 371 ................................................................. 3 credits
Intergovernmental Relations
BPA 381 ................................................................. 3 credits
Public Administration Policy, Legal Issues, Law and Ethics
BPA 410 ................................................................. 3 credits
Governmental and Non-Profit Accounting
BPA 411 ................................................................. 3 credits
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.

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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSPA

All applicants are expected to meet the following admissions requirements:

- 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements 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 come from a combination of the Required Course of Study, General Education, and Electives 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

• 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 Pathway A must include: 3 credits of College Composition Pathway B must include: 6 credits in college-level research and writing Mathematics, 6 credits 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 Pathway B must include: 3 credits in critical thinking Must include: GEN 201 Social Science, 6 credits Pathway B must include: 3 credits in economics Pathway B must include: 3 credits in psychology 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. With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

• University of Phoenix coursework

• Activity that is acceptable in transfer to the University

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

• 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.

• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

• No appeals will be accepted for re-entry to an expired program.

• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 identify signs and symptoms of mental illness and provide intervention techniques to mitigate risk.

• Students will be able to articulate key aspects of the historical development of correctional institutions by analyzing the various theories of criminal behavior.

• Students will be able to analyze available institutional and postrelease programs and services aimed at reducing recidivism.
• Students will be able to identify ethical, legal, and behavioral challenges faced by correctional personnel in culturally diverse adult/juvenile populations.
• Students will be able to integrate effective communication skills that are unique to correctional institutions for reviewing and preparing reports and records.
• Students will be able to analyze correctional institutions to positively affect public safety and be in compliance with state and federal law.
• Students will be able to distinguish various substance abuse issues in order to assess, refer, and intervene with correctional populations to enhance health, safety, and security.
• Students will be able to analyze various types, classifications, causal factors and unique security and programmatic needs of sexual offenders in order to recommend treatment options to aid in rehabilitation.

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 ~ (Prerequisite Applies to B Track Only) ........................................ 3 credits
Introduction to Criminal Justice
CPSS 215 ~ (Prerequisite Applies to B Track Only) ........................................ 3 credits
Survey of Corrections in the United States
CPSS 225 ~ (Prerequisite Applies to B Track Only) ........................................ 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
Case Planning and Case Management
CPSS 395 .................................................. 3 credits
Program Facilitation Skills
CPSS 400 .................................................. 3 credits
Institutional and Community-Based Programs
CPSS 405 .................................................. 3 credits
Working with Sex Offenders
CPSS 410 .................................................. 3 credits
Overview of Mental Health in Criminal Justice
CPSS 415 .................................................. 3 credits
Working with Juvenile Offenders
CPSS 420 .................................................. 3 credits
Issues of Substance Abuse and Addiction
CPSS 430 .................................................. 3 credits
Maintaining Boundaries and Self-Care
The University reserves the right to modify the required course of study.

General Information for the BSCPSS
• 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
• Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSCPSS
All applicants are expected to meet the following admissions requirements:
• 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
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing

Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Must include: GEN 201

Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology

Additional Liberal Arts, 6 credits
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.

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements 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 come from a combination of the Required Course of Study, General Education, and Electives 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Students in this program may waive a maximum of 24 credits from their required course of study.
- 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 course(s) may not be waived: CPSS 400

Re-entry for the BSCPSS

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
  
No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
# Bachelor of Science in Industrial-Organizational Psychology

The following Bachelor of Science in Industrial-Organizational Psychology (BSIOP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Bachelor of Science in Industrial and Organizational Psychology is to prepare students to support healthy organizational cultures and to address organizational issues by applying psychological principles to personnel, administration, management, sales and marketing functions within an industrial and organizational setting. This program provides a foundation in psychological theories and methodologies used by industrial organizational psychology practitioners, social, cognitive and motivational processes and ethics.

## Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 psychological concepts to address employee and consumer related problems in industry.
- Students will examine psychological research related to organizational environments and evaluate strategies for managing complex organizational problems.
- Students will analyze government and industry regulations and demonstrate ethical decision-making and within an organizational context.
- Students will apply assessment tools to analyze organizational cultures and human assets.
- Students will evaluate effective leadership approaches and communication styles to advance differing organizational goals.

## Program Purpose

The Bachelor of Science in Industrial-Organizational Psychology provides the foundations in psychology and its relevance and applications to industry and organizational settings. This program does not lead to professional certification or licensure as a psychologist, counselor or other mental health practitioner.

## Preferred Sequence and Prerequisites for the BSIOP - Pathway A and Pathway 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).

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 203 ~</td>
<td>pre-requisite applies to Pathway B only</td>
<td>3 credits</td>
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<tr>
<td>PSY 205 ~</td>
<td>pre-requisite applies to Pathway B only</td>
<td>3 credits</td>
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<tr>
<td>Life Span Human Development</td>
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<tr>
<td>PSY 245 ~</td>
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<td>3 credits</td>
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<tr>
<td>Survey of Research and Statistics</td>
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<tr>
<td>LDR 300 ~</td>
<td>pre-requisite applies to Pathway B only</td>
<td>3 credits</td>
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<tr>
<td>Innovative Leadership</td>
<td></td>
<td></td>
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<tr>
<td>PSY 355 ~</td>
<td></td>
<td>3 credits</td>
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<tr>
<td>Motivational Processes in Human Psychology</td>
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<tr>
<td>PSY 315 ~</td>
<td>Statistical Reasoning in Psychology</td>
<td>3 credits</td>
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<td>PSY 400 ~</td>
<td>Social Psychology</td>
<td>3 credits</td>
</tr>
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<td>PSY 420 ~</td>
<td>Theories of Behavior</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 435 ~</td>
<td>Industrial/Organizational Psychology</td>
<td>3 credits</td>
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<td>IOP 455 ~</td>
<td>Professional Ethics</td>
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<td>IOP 460 ~</td>
<td>Diversity and Cultural Factors in Psychology</td>
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<td>IOP 470 ~</td>
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<td>IOP 480 ~</td>
<td>Group Dynamics</td>
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<td>IOP 490 ~</td>
<td>Assessment Tools for Organizations</td>
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<tr>
<td>IOP 490 ~</td>
<td>Capstone Project</td>
<td>3 credits</td>
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## Degree Requirements for the BSIOP

All applicants are expected to meet the following admissions requirements:

- Signed Hardware/Software Agreement

## Additional Admission Requirements for the BSIOP

Applicants who disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.

Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

- 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.

## General Information for the BSIOP

- A minimum grade point average (GPA) of 2.0.
General Education Requirements for the BSIOP

A minimum of 57 of the 120 credits must be in the general education areas approved by the University. With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- University of Phoenix coursework

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.

Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Pathway A must include: 3 credits in psychology
Pathway B must include: 6 credits in college-level research and writing
Pathway A must include: 3 credits in critical thinking
Pathway B must include: 3 credits in critical thinking
Pathway A must include: 6 credits in quantitative reasoning or higher
Pathway B must include: 6 credits in critical thinking
Pathway B must include: 6 credits in quantitative reasoning or higher

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.

Academic Progression Requirements for the BSIOP

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BSIOP

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

Re-Entry for BSIOP

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

- 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.

Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs. Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy. Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Bachelor of Science in Applied Psychology/ Concentration in Media and Technology

The following Bachelor of Science in Applied Psychology/Concentration in Media and Technology (BSAP/MT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Bachelor of Science in Applied Psychology Program is to prepare students use psychology applications in contemporary life and employment settings such as business and industry, government, education, military and community agencies. This program provides a foundation in developmental, social, cognitive, and behavioral psychology with a concentration in the interactions and impacts of media and technology on humans.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 psychological theories and concepts when creating solutions to complex technology mediated human problems.
- Students will analyze existing behavioral research in designing solutions to complex human challenges associated with technology mediated social engagement and learning.
- Students will apply ethical standards to address, social media, cultural, and learning problems.
- Students will analyze complex human challenges associated with learning environmental, technology mediated social engagement and learning.
- Students will apply psychological principles and practices that advance social and technological communications.

Program Purpose

The Bachelor of Science in Applied Psychology provides a contemporary perspective on the applications of psychology to mediated communication, relationships and learning, and the roles technology plays in human interactions. This program does not lead to professional certification or licensure as a psychologist, counselor or other mental health practitioner.

Preferred Sequence and Prerequisites for the BSAP/MT - Pathway A and Pathway 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).

- PSY 203 ~ pre-requisite applies to Pathway B only............. 3 credits
- Foundations of Psychology
- PSY 205 ~ pre-requisite applies to Pathway B only............. 3 credits
- Life Span Human Development
- IT 200 ~ pre-requisite applies to Pathway B only............. 3 credits
- Digital Skills for the 21st Century
- PSY 245 ~ ................................................................. 3 credits
- Survey of Research and Statistics
- PSY 390 ~ ................................................................. 3 credits
- Learning and Cognition
- PSY 315 ~ ................................................................. 3 credits
- Statistical Reasoning in Psychology
- PSY 340 ~ ................................................................. 3 credits
- Biological Foundations in Psychology
- PSY 405 ~ ................................................................. 3 credits
- Theories of Personality
- APMT 315 ~ .............................................................. 3 credits
- Technology and Society
- PSY 400 ~ ................................................................. 3 credits
- Social Psychology
- PSY 420 ~ ................................................................. 3 credits
- Theories of Behavior
- APMT 430 ~ .............................................................. 3 credits
- Social Media and Human Interaction
- APMT 440 ~ .............................................................. 3 credits
- Influence of Media on Behavior
- APMT 460 ~ .............................................................. 3 credits
- Cyber Communications
- APMT 470 ~ .............................................................. 3 credits
- Digital Learning

The University reserves the right to modify the required course of study.
General Information for the BSAP/MT

- 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSAP/MT

All applicants are expected to meet the following admissions requirements:
- Signed Hardware/Software Agreement

Degree Requirements for the BSAP/MT

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 57 credits
  - Required Course of Study - 45 credits
  - Required Program Electives (must include 9 upper division credits) - 18 credits
- A minimum of 42 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- 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: Bachelor of Science in Applied Psychology

General Education Requirements for the BSAP/MT

A minimum of 57 of the 120 credits must be in the general education areas approved by the University.
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
  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.
- Communication Arts, 6 credits
  Pathway A must include: 3 credits of College Composition
  Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
  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
  Pathway B must include: 3 credits in critical thinking
  Must include: GEN 201
- Social Science, 6 credits
  Pathway B must include: 3 credits in economics
  Pathway B must include: 3 credits in psychology
- Additional Liberal Arts, 9 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.

Academic Progression Requirements for the BSAP/MT

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BSAP/MT

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
- 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 be comparable in content and semester 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 of nontraditional 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Students in this program may waive a maximum of 24 credits from their required course of study.
• The 18 Required Program Elective credits can be completed in a combination of the following areas: Business, Communication, Culture, Diversity, Economics, Global Perspectives, Human Resource, Information Systems, Journalism, Leadership, Management, Marketing, and Media and must include 9 upper division credits. The 18 Required Program Elective credits may be satisfied by any of the following means:
  • UOPX coursework.
  • Transfer activity that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date.

Re-Entry for BSAP/MT
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Bachelor of Science in Social Work

The following Bachelor of Science in Social Work (BSSW) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Bachelor of Science in Social Work (BSSW) program provides development of social work theory into application of professional skills to enhance the lives of diverse individuals, families, organizations, and communities. The program prepares students to be effective, ethical, culturally-aware social workers who advocate for social change and promote resilience in a rapidly evolving global environment. Graduates will be prepared to apply knowledge, skills, and social work values aligned with industry standards of the Council of Social Work Education Standards (CSWE). The program includes a required supervised field education component. The BSSW program meets the educational requirements in select states for graduates to pursue social work licensure in states that provide for licensure or certification at the bachelor’s degree level.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-social-and-behavioral-sciences/social-work-state-requirements.html

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 recognize ethical dilemmas, and apply relevant laws, regulations, and codes of ethics to make ethical decisions that promote human and community well-being.
• Students will apply cultural awareness, self-awareness and self-regulation skills in engaging and working with diverse clients at the micro, mezzo, and macro system levels.
• Students will analyze theories of human need and advocate for the advancement of social, economic, and environmental justice.
• Students will apply research-informed practice, social science research methods and theories to inform and improve social work research, practice, policies, and service delivery.
• Students will comprehend and translate policies that impact delivery of services at the global, federal, state, and local levels and advocate for policy and policy change that enhances human and community well-being.
• Students will apply human behavior in the social environment and other multidisciplinary theoretical frameworks to engage with diverse clients and constituencies using interpersonal and inter-professional skills.
Students will identify needs and intervention strategies in collaboration with diverse populations and constituencies by applying appropriate assessment methods.

Students will plan and implement multi-disciplinary intervention strategies for achieving agreed-upon goals and enhancing the capacities of diverse populations and constituencies.

Students will compare and contrast interventions, outcomes, policies and processes to monitor and enhance practice, policy and service delivery effectiveness at the micro, mezzo, and macro level.

Program Purpose
The Bachelor of Science in Social Work (BSSW) is an undergraduate degree program that provides a foundation in social work theory and teaches the application of professional social work values, principles, standards and techniques to educationally prepare graduates to pursue state licensure or certification as a bachelor’s level social worker in select states. Licensure requirements vary by state, and students must ascertain state licensure or certification as a bachelor's level social worker in select standards and techniques to educationally prepare graduates to pursue state licensure or certification as a bachelor’s level social worker in select states. There may be additional qualifications and/or disqualifications applicable in order to become a social worker. See the licensure requirements and contact information for your state: (https://www.phoenix.edu/colleges/college-of-social-and-behavioral-sciences/social-work-state-requirements.html).

Preferred Sequence and Prerequisites for the BSSW - Pathway A and Pathway 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).

SWRK 200 ~ Introduction to Social Work                      ..................................................3 credits
SWRK 210 ~ ............................................................................3 credits
SWRK 220 ~ ............................................................................3 credits
SWRK 301 ~ Communication Techniques                           ............................................................................3 credits
SWRK 310 ~ ............................................................................3 credits
SWRK 320 ~ Social Problems and Programs                       ............................................................................3 credits
SWRK 330 ~ Social Policy and the Law                           ............................................................................3 credits
SWRK 340 ~ Social Work Practice: Individuals and Families ............................................................................3 credits
SWRK 345 ~ Social Work Practice: Groups                       ............................................................................3 credits
SWRK 350 ~ Social Advocacy: Child Endangerment and Global Factors ............................................................................3 credits
SWRK 360 ~ Social Justice and Diversity in Social Work ............................................................................3 credits
SWRK 370 ~ Social Work Practice: Communities and Organizations ............................................................................3 credits
SWRK 380 ~ Social Welfare Policy Application ..................................................3 credits
SWRK 390 ~ Research and Evaluation in Social Work Practice ............................................................................3 credits
SWRK 400 ~ Human Behavior and the Social Environment I ............................................................................3 credits
SWRK 410 ~ Human Behavior and the Social Environment II ............................................................................3 credits
SWRK 415 ~ ............................................................................3 credits
SWRK 420 ~ Field Education I ..................................................3 credits
SWRK 421 ~ Field Education II ..................................................3 credits
SWRK 430 ~ Social Work, Welfare, and Policy: Connections ............................................................................3 credits
SWRK 435 ~ Social Work, Welfare, and Policy: Connections ............................................................................3 credits
SWRK 440 ~ ............................................................................3 credits
SWRK 450 ~ ............................................................................3 credits
SWRK 460 ~ ............................................................................3 credits
SWRK 470 ~ Social Work Capstone and Portfolio ............................................................................3 credits

General Information for the BSSW
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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.

Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSSW
All applicants are expected to meet the following admissions requirements:

- No work experience and/or current employment is required for this program.
- A signed Criminal Conviction Disclosure Form.
- A signed Non-Academic Requirement Addendum Form.

Degree Requirements for the BSSW

Completion of a minimum of 120 credits that include the following distribution:

- General Education - 54 credits
- Required Course of Study (BSSW) - 60 credits
- Electives - 6 credits

A minimum grade point average (GPA) of 2.0.

The diploma awarded for this program will read as: Bachelor of Science in Social Work.
General Education Requirements for the BSSW

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing

Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking

Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
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.

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University

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 BSSW

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.
- 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 24 general education credits must consist of:
- 6 credits in Communication Arts
- 6 credits in Humanities
- 6 credits in Social Science
- 6 credits in the combination of any of the following categories:
  * Science and Technology
  * Physical or Biological Science
  * Additional Liberal Arts
  * Interdisciplinary
  * Mathematics
- Students must complete a minimum of 400 hours of field education before taking SWRK/460 “Integration of Social Work.”

- Unless noted in the Scholastic Disqualification section as a course requiring a higher grade, students must earn a grade of “C-” or better for all courses in the required course of study. Students who earn a grade lower than “C-” must repeat the course until the minimum grade requirement is met.
- Required course of study courses may not be completed concurrently with any other required course of study course.

Minimum Grade Requirements for the BSSW

- Scholastic Disqualification courses and minimum grade requirements are included below. Students who fail to meet the minimum grade requirement for SWRK 200, SWRK 405, and SWRK 420 will be scholastically disqualified and 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 are required to achieve a minimum grade of “B” or better in the following courses. A “B-” grade is not acceptable:
- SWRK 200

Students are required to achieve a minimum grade of “C” or better in the following courses. A “C-” grade is not acceptable:
- SWRK 405, SWRK 420

- Students who have been scholastically disqualified from SWRK 200 will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
  - Students who fail to meet the minimum grade requirement for SWRK 405 and SWRK 420 will be required to follow the professional standard referral process. Field Education is a key component of the BSSW program and failure to meet the minimum grade requirement will require a robust remediation plan with input from a college designee.
  - 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 college’s designee.
  - Students in the College of Social and Behavioral Sciences 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 BSSW

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
- 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for approved institutional accreditation, or as part of a Social Work degree at a Council on Social Work Education (CSWE) accredited college or university.
• The activity must have been completed within the past five (5) years current program enrollment agreement sign date with a grade of “C” (2.0) or better.
• 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
• Students in this program may waive a maximum of 24 credits from their required course of study.
• The following courses in the Required Course of Study may not be waived: SWRK 200, SWRK 330, SWRK 340, SWRK 360, SWRK 380, SWRK 405, SWRK 420

Field Education for the BSSW

The BSSW program includes two Field Education courses: SWRK 405 and SWRK 420. Each Field Education course is 15 weeks in length. These courses require at least 200 hours of field education, or an average of 13-14 hours per week at a social work placement site. Students are required to meet attendance and course requirements for the Field Education coursework while completing their placement.

Re-Entry for the BSSW

• 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 must submit an appeal to the Student Appeals Center to re-enter their program that is not yet expired.
• No appeals will be accepted for re-entry to an expired program.
Students will apply business principles to address a variety of business scenarios.

Students will apply problem-solving strategies to real-life business scenarios.

Students will apply business principles to address a variety of organizational needs.

**Preferred Sequence and Prerequisites for the AABFN**

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 295 ~** ................................................................. 3 credits
  - Business Communications
- **BIS 221** ................................................................. 3 credits
  - Introduction to Computer Applications and Systems
- **MGT 312 ~** ................................................................. 3 credits
  - Organizational Behavior for Managers
- **LDR 320 ~** ................................................................. 3 credits
  - Inclusive Leadership: Diversity in the Workplace
- **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 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

**Additional Admission Requirements for the AABFN**

All applicants are expected to meet the following admissions requirements:

- Applicants must be at least 16 years of age at the time of application.
Degree Requirements for the AABFN

- Completion of a minimum of 60 credits.
- General Education Component - 36 credits
- Required Course of Study (AABFN) - 18 credits
- Electives - 6 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 as a program add 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

General Education Requirements for the AABFN

The General Education requirements for this program are the following:
- Communication Arts, 6 credits
  - Pathway A must include: 3 credits of College Composition
  - Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
  - 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
  - Pathway B must include: 3 credits in critical thinking
- Social Science, 6 credits
  - Pathway B must include: 3 credits in economics
  - Pathway B must include: 3 credits in psychology
- Additional Liberal Arts, 6 credits
  - Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University

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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the AABFN

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits from a combination of Required Course of Study, General Education, and Elective courses must be completed at UOPX.

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 from a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

Students in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) may not be waived: COM 295, LDR 320
Re-entry for the AABFN

- 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.
- Any student in a competency-based education (CBE) program is considered a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students who cannot complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.

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.

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 residency. 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. 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 abilities 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, communications, diversity and inclusion, economics, finance, business law and ethics, management, marketing, organizational behavior, business analytics, and information systems. Students are required to demonstrate a comprehensive understanding of the undergraduate business curricula through a business capstone course.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 integrate decision-making skills to address business needs.
- 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 logistics involved in global business operations.

BSB Program Category Requirements 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).

Management, 6 total credits

MGT 312 ~ ................................................................................ 3 credits
Organizational Behavior for Managers

MGT 316 ~ ................................................................................ 3 credits
Managing with a Global Mindset

Accounting, 6 total credits

ACC 290 ~ ............................................................................... 3 credits
Principles of Accounting I

ACC 291 ~ ............................................................................... 3 credits
Principles of Accounting II

Diversity and Inclusion, 3 total credits

LDR 320 ~ ................................................................................ 3 credits
Inclusive Leadership: Diversity in the Workplace

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

Business Statistics, 3 total credits
QNT 375 ~ ................................................................................3 credits

Business Capstone, 3 total credits
BUS 475 ~ .................................................................................3 credits

The University reserves the right to modify the required course of study.

General Information for the BSB
• First time attendees with the University 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
• Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

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’s 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:
  • Associate of Arts with a Concentration in Business Fundamentals
  • Business Analytics Certificate
  • Financial Planning Certificate
  • Human Resource Management Certificate
  • Leadership and Management Certificate
  • General Management Certificate
  • Marketing Certificate
  • Operations Management Certificate
  • Project Management Certificate
  • Small Business Management and Entrepreneurship 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
  • Completion of all en-route credential requirements, including any course retakes needed to ensure the en-route credential GPA requirement is met, prior to conferral of the bachelor’s degree.
• Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Degree Requirements for the BSB
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 36 credits
  • Required Course of Study - 42 credits
  • Electives - 42 credits
  • A minimum of 30 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 36 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
Must include: GEN 201
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
• University of Phoenix coursework
• Activity that is acceptable in transfer to the University
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 Students Obtaining an Associates En-Route Credential

A minimum of 36 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University

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 BSB

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements 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.

Residency Requirements and Course Waivers for the BSB

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 12 credits from their required course of study.

The following course(s) may not be waived: BUS 475

Business Master’s Pathway for the BSB

Bachelor of Science in Business students who want to transition into the University’s Master of Business Administration (MBA) or Master of Management (MM) degree programs may complete up to three (3) of the following courses (or a direct equivalency) as part of their electives which are required for degree completion. The pathway courses may be taken only after completion of the required course of study.

MBA Pathway Courses

- MGT 526 ~ ................................................................. 3 credits
- Managing in a Changing Environment
- ORG 535 ~ ................................................................. 3 credits
- People and Organizations
- LDR 535 ~ ................................................................. 3 credits
- Leading Change

MM Pathway Courses

- MGT 526 ~ ................................................................. 3 credits
- Managing in a Changing Environment
- ENT 527 ~ ................................................................. 3 credits
- Opportunity Assessment and Innovation
- LDR 535 ~ ................................................................. 3 credits
- Leading Change
Re-entry for the BSB

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs and on-route credentials depend on student demand and other factors. Not all programs and on-route credentials may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 evaluate management principles necessary for organizational effectiveness.
- Students will evaluate the effectiveness of processes used to achieve organizational goals.
- Students will integrate key problem-solving strategies in the analysis and recommendation of business decisions.
- Students will analyze interrelationships among distinct functional areas of an organization.

Program Category Requirements, Preferred Sequence and Prerequisites for the BSM

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, 6 total credits

- MGT 312 ~ ...............................................................................3 credits
- Organizational Behavior for Managers
- MGT 362~ ...............................................................................3 credits
- Change Management and Implementation

Ethics and Social Responsibility, 3 total credits

- ETH 321 ~ .............................................................................3 credits
- Ethical and Legal Topics in Business

Leadership, 3 total credits

- LDR 300 ~ ...............................................................................3 credits
- Innovative Leadership

Operations, 3 total credits

- OPS 330 ~ .............................................................................3 credits
- Strategic Operations and Logistics

Economics, 3 total credits

- ECO 372 ~ ...............................................................................3 credits
- Principles of Macroeconomics

Project Management, 3 total credits

- PM 350 ~ ...............................................................................3 credits
- Organizational Project Management

Finance, 3 total credits

- FIN 370 ~ ...............................................................................3 credits
- Finance for Business

Marketing, 3 total credits

- MKT 421 ~ ...............................................................................3 credits
- Marketing

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 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Degree Requirements for the BSM

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 36 credits
  - Required Course of Study - 30 credits
  - Electives - 54 credits
- A minimum of 30 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 36 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BSM

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 6 credits from their required course of study.

The elective requirement may be satisfied by any of the following means:
- Any upper and/or lower division UOPX coursework.
- Previously completed UOPX graduate coursework.
- Any upper division, lower division, and/or graduate transfer activity that is acceptable for transfer.

The following course(s) and their equivalents may not be waived: MGT 498
Business Master’s Pathway for the BSM
Bachelor of Science in Management students who want to transition into the University’s Master of Business Administration (MBA) or Master of Management (MM) degree programs may complete up to three (3) of the following courses (or a direct equivalency) as part of their electives which are required for degree completion. The pathway courses may be taken only after completion of the required course of study.

MM Pathway Courses
MGT 526 ~.................................................................3 credits
Managing in a Changing Environment
ENT 527 ~.................................................................3 credits
Opportunity Assessment and Innovation
LDR 535 ~.................................................................3 credits
Leading Change
MBA Pathway Courses
MGT 526 ~.................................................................3 credits
Managing in a Changing Environment
ORG 535 ~...............................................................3 credits
People and Organizations
LDR 535.................................................................3 credits
Leading Change

Re-entry for the BSM
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

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 residency. 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. Please contact your enrollment representative for more information.

The Bachelor of Science in Accounting (BSACC) is designed to provide knowledge and skills necessary to an accounting career. Topics include, key accounting and business coursework, financial accounting, managerial accounting, and auditing and taxation. In addition to Generally Accepted Accounting Principles (GAAP), the program also covers 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 a career in accounting. The program also addresses professional values, communications and leadership skills, strategic and critical thinking skills, and technology skills of the professional accounting environment.

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, College of Business and Information 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 integrate generally accepted accounting principles throughout the accounting cycle.
• Students will evaluate accounting and financial information to make business decisions.
• Students will integrate ethical, legal, and accounting standards and assumptions into financial practices.
• Students will integrate business practices into accounting and financial operations.
Program Category Requirements 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).

**Communications, 3 total credits**
- COM 295 ~................................................................. 3 credits
  Business Communications

**Business Information Systems, 3 total credits**
- BIS 221 ~ ................................................................. 3 credits
  Introduction to Computer Applications and Systems

**Management, 6 total credits**
- MGT 312 ~ ................................................................. 3 credits
  Organizational Behavior for Managers
  - MGT 316 ~................................................................. 3 credits
  Managing with a Global Mindset

**Diversity and Inclusion, 3 total credits**
- LDR 320 ~ ................................................................. 3 credits
  Inclusive Leadership: Diversity in the Workplace

**Ethics and Legal Topics in Business, 3 total credits**
- ETH 321 ~ ................................................................. 3 credits
  Ethical and Legal Topics in Business

**Accounting, 6 total credits**
- ACC 290 ~ ................................................................. 3 credits
  Principles of Accounting I
  - ACC 291 ~................................................................. 3 credits
  Principles of Accounting II

**Economics, 6 total credits**
- ECO 365 ~ ................................................................. 3 credits
  Principles of Microeconomics
  - ECO 372 ~................................................................. 3 credits
  Principles of Macroeconomics

**Business Statistics, 3 total credits**
- QNT 375 ~ ................................................................. 3 credits
  Business Data Analytics

**Finance, 3 total credits**
- FIN 370 ~ ................................................................. 3 credits
  Finance for Business

**Marketing, 3 total credits**
- MKT 421 ~ ................................................................. 3 credits
  Marketing

**Strategy, 3 total credits**
- BUS 475 ~ ................................................................. 3 credits
  Integrated Business Topics

**Accounting Information Systems, 3 total credits**
- ACC 316 ~ ................................................................. 3 credits
  QuickBooks

**Managerial Accounting, 3 total credits**
- ACC 326 ~ ................................................................. 3 credits
  Managerial Accounting

**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

**Taxation, 6 total credits**
- ACC 455 ~ ................................................................. 3 credits
  Corporate Taxation
  - ACC 456 ~ ................................................................. 3 credits
  Individual/Estate Taxation

**Government and Nonprofit 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

The University reserves the right to modify the required course of study.

**General Information for the BSACC**
- First time attendees with the University 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
  - Students who are placed in Pathway B must appeal course from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

**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’s 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
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
- Completion of all en-route credential requirements, including any course retakes needed to ensure the en-route credential GPA requirement is met, prior to conferral of the bachelor's degree.

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

**Degree Requirements for the BSACC**

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 36 credits
  - Required Course of Study - 78 credits
  - Electives - 6 credits
- A minimum of 30 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 Accounting

**General Education Requirements for the BSACC**

A minimum of 36 of the 120 credits must be in the general education areas approved by the University.

- Communication Arts, 6 credits
- Mathematics, 6 credits
  - 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
  - Pathway B must include: 3 credits in critical thinking
  - Social Science, 6 credits
    - Pathway B must include: 3 credits in economics
  - Pathway B must include: 3 credits in psychology
  - Additional Liberal Arts, 6 credits
  - Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University

Students who lack .67 or fewer general education credits may use elective credits to waive the balance. Students must use 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

**Residency Requirements and Course Waivers for the BSACC**

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

Experiential Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers. 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

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Business Master’s Pathway for the BSACC

Bachelor of Science in Accounting students who want to transition into the University’s Master of Business Administration (MBA) or Master of Management (MM) degree programs may complete up to two (2) of the following courses (or a direct equivalency) as part of their electives credits which are required for degree completion. The pathway courses may be taken only after completion of the required course of study.

MBA Pathway Courses
MGT 526 ~ ................................................................. 3 credits
Managing in a Changing Environment
ORG 535 ~ ................................................................. 3 credits
People and Organizations

MM Pathway Courses
MGT 526 ~ ................................................................. 3 credits
Managing in a Changing Environment
ENT 527 ~ ................................................................. 3 credits
Opportunity Assessment and Innovation

Re-entry for the BSACC
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students who may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. 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. Please contact your enrollment representative for more information.

- Integrate theories and best practices to determine communication strategies.
- Develop communication plans for diverse purposes.
- Evaluate strategies for implementing communication plans in a variety of environments.
- Evaluate communication effectiveness for a variety of contexts.

Program Category Requirements, Preferred Sequence, and Prerequisites 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
BSCOM 100 ................................................................. 3 credits
Introduction to Communication

Logic and Rhetoric, 3 total credits
BSCOM 210 ~ ............................................................. 3 credits
Logic and Rhetoric

Writing, 3 total credits
BSCOM 230 ~ ............................................................. 3 credits
Storytelling

Communication Technology, 3 total credits
BSCOM 250 ~ ............................................................. 3 credits
Communication Technology

Interpersonal Communication, 3 total credits
BSCOM 310 ~ ............................................................. 3 credits
Interpersonal Communication

Mass Communication, 3 total credits
BSCOM 320 ~ ............................................................. 3 credits
Mass Communication and Media
Organizational Communication, 3 total credits
BSCOM 340 ~ .............................................................3 credits
Organizational Communication

Journalism, 3 total credits
BSCOM 350 ~ .............................................................3 credits
Journalism: Writing for Impact

Social Media Communication, 3 total credits
BSCOM 370 ~ .............................................................3 credits
Social Media Communication

Corporate Communication and Public Relations, 3 total credits
BSCOM 380 ~ .............................................................3 credits
Corporate Communication and Public Relations

Technical Communication, 3 total credits
BSCOM 400 ~ .............................................................3 credits
Technical Communication

Global and Intercultural Communication, 3 total credits
BSCOM 420 ~ .............................................................3 credits
Global and Intercultural Communication

Negotiation, Mediation, and Diplomacy, 3 total credits
BSCOM 450 ~ .............................................................3 credits
Negotiation, Mediation, and Diplomacy

Communication Capstone, 3 total credits
BSCOM 480 ~ .............................................................3 credits
Applied Communication Capstone

General Information for the BS/COM
• First time attendees with the University 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
• Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Degree Requirements for the BS/COM
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 36 credits
  • Required Course of Study - 42 credits
  • Electives - 42 credits
  • A minimum of 30 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 36 of the 120 credits must be in the general education areas approved by the University.

• Communication Arts, 6 credits
  • Pathway A must include: 3 credits of College Composition
  • Pathway B must include: 6 credits in college-level research and writing

• Mathematics, 6 credits
  • Pathway A 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
  • Pathway A must include: 3 credits in critical thinking
  • Pathway B must include: 3 credits in economics

• Social Science, 6 credits
  • Pathway B must include: 3 credits in psychology

• Additional Liberal Arts, 6 credits
  • Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
• University of Phoenix coursework
• Activity that is acceptable in transfer to the University

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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
• Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
• Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BS/COM
Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA), students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers. Students in this program may waive a maximum of 12 credits from their required course of study. The following courses in the Required Course of Study may not be waived: BSCOM 480

**Business Master's Pathway for the BS/COM**

Bachelor of Science in Communication students who want to transition into the University’s Master of Business Administration (MBA) or Master of Management (MM) degree programs may complete up to three (3) of the following courses (or a direct equivalency) as part of their interdisciplinary or electives credits which are required for degree completion. The pathway courses may be taken only after completion of the required course of study.

**MBA Pathway Courses**

- MGT 526 ~ .................................................................3 credits
- Managing in a Changing Environment
- ORG 535 ~ .................................................................3 credits
- People and Organizations
- LDR 535 ~ .................................................................3 credits
- Leading Change

**MM Pathway Courses**

- MGT 526 ~ .................................................................3 credits
- Managing in a Changing Environment
- ENT 527 ~ .................................................................3 credits
- Opportunity Assessment and Innovation
- LDR 535 ~ .................................................................3 credits
- Leading Change

**Re-entry for the BS/COM**

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Associate of Arts/Concentration in Information Technology**

Providing that University residency policy is met, through an approved articulation agreement or Educational Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers. Students in this program may waive a maximum of 12 credits from their required course of study. The following courses in the Required Course of Study may not be waived: BSCOM 480

**Business Master’s Pathway for the BS/COM**

Bachelor of Science in Communication students who want to transition into the University’s Master of Business Administration (MBA) or Master of Management (MM) degree programs may complete up to three (3) of the following courses (or a direct equivalency) as part of their interdisciplinary or electives credits which are required for degree completion. The pathway courses may be taken only after completion of the required course of study.

**MBA Pathway Courses**

- MGT 526 ~ .................................................................3 credits
- Managing in a Changing Environment
- ORG 535 ~ .................................................................3 credits
- People and Organizations
- LDR 535 ~ .................................................................3 credits
- Leading Change

**MM Pathway Courses**

- MGT 526 ~ .................................................................3 credits
- Managing in a Changing Environment
- ENT 527 ~ .................................................................3 credits
- Opportunity Assessment and Innovation
- LDR 535 ~ .................................................................3 credits
- Leading Change

**Re-entry for the BS/COM**

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

The Associate of Arts degree in Information Technology program provides the opportunity to specialize through the selection of College of Business and Information Technology practical based academic certificates aligned to industry certifications in a variety of information technology areas. Knowledge and skills in information technology professional competence and values, information utilization, collaboration, communication, critical thinking and problem solving are provided in the program.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 become proficient in specific disciplinary knowledge and apply the knowledge immediately in real-world settings.
- Students will be able to reason clearly and critically.
- Students will be able to communicate verbally and in writing in a clear, concise and correct manner.
- Students will be able to effectively access and use information.
- Students will work effectively in diverse groups and teams.

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 who disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

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:
- Information Assurance and Security 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
- Completion of all en-route credential requirements, including any course retakes needed to ensure the en-route credential GPA requirement is met, prior to conferral of the associate degree.

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.
- 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
- Pathway A must include: 3 credits of College Composition
- Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
- 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
- Pathway B must include: 3 credits in critical thinking
- Must include: GEN 201
- Social Science, 6 credits
- Pathway B must include: 3 credits in economics
- Pathway B must include: 3 credits in psychology
- Additional Liberal Arts, 3 credits
- 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.

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- Nontraditional transfer credit as listed in University transfer policy.

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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.
- Students electing to complete Upper Division coursework as part of their Information Systems and Technology Electives must have satisfied English and Math proficiency, and have a GPA of 2.8 or higher

Residency Requirements and Course Waivers for the AAITT

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits from a combination of Required Course of Study and General Education courses must be completed at UOPX.

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 from a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

The 18 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:

- Lower or Upper Division UOPX IS&T coursework.
- Previously completed Lower or Upper Division coursework from the College of Business and Information Technology.
- Lower Division Certificate from the College of Business and Information Technology 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.

Students in this program earning an en-route certificate may waive a maximum of 6 credits from their required course of study.

The following course(s) may not be waived: CIS 298, NTC 270, NTC 275

**Re-entry for the AAITT**

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

**Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.**

- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Associate of Science in Cybersecurity**

The following Associate of Science in Cybersecurity (ASCYB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Associates degree program in Cybersecurity focuses on the tasks and skills involved in various jobs in cybersecurity, the technologies used to perform those tasks and to prepare for a career as a cybersecurity professional. This degree supports preparation for industry certifications in either policy or hands-on defense relevant to Cybersecurity and concludes with an appropriate Capstone project.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Illustrate the use of mathematics, science, and engineering principles in the cyber domain.
- Outline a technical problem, and summarize the computing requirements appropriate to its solution.
- Compare and summarize processes to protect all assets of a computer infrastructure in the cyber domain.
- Explain techniques, skills, and tools needed to evaluate contemporary issues in order to defend the cyber domain.
- Explain security risk assessment and summarize a vulnerability mitigation plan for enterprise management.
- Demonstrate and explain an effective engineering project or process plan.
Program Purpose

The Associate of Science in Cybersecurity is an associate degree that provides students with the knowledge and skills they need to pursue a career in cybersecurity. The program is aligned to three EC Council certifications: Secure Computer User, Network Defender, and Ethical Hacker. Students are prepared to pursue these certifications upon successful completion of the aligned coursework.

Program Category Requirements for the ASCYB

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Cybersecurity Core, 18 total credits

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<tr>
<td>CYB 110 Foundations of Security</td>
<td>3</td>
</tr>
<tr>
<td>CYB 120 Computer Network Defense Part 1</td>
<td>3</td>
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<tr>
<td>CYB 130 Object-Oriented Scripting Language</td>
<td>3</td>
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<td>CYB 135 Object-Oriented Security Scripting</td>
<td>3</td>
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<td>CYB 140 Computer Network Defense Part 2</td>
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<td>CYB 150 Computer Network Defense Part 3</td>
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Cybersecurity Electives, 15 total credits

Preferred Cybersecurity Elective Tracks (Choose One):

Cybersecurity Operations

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<tr>
<td>CYB 205 Infrastructure Administration</td>
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<td>CYB 207 Risk Frameworks</td>
<td>3</td>
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<td>CYB 209 Compliance Management, Certification and Accreditation</td>
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<td>CYB 211 Applied Security Part 1</td>
<td>3</td>
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<tr>
<td>CYB 213 Applied Security Part 2</td>
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Cybersecurity Analyst Defender

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<tr>
<td>CYB 225 Linux Fundamentals</td>
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<td>CYB 227 Sniffing and Network Analysis</td>
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<td>CYB 229 Ethical Hacking Part 1</td>
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<td>CYB 231 Ethical Hacking Part 2</td>
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<td>CYB 233 Ethical Hacking Part 3</td>
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</tr>
</tbody>
</table>

Cybersecurity Capstone, 3 total credits

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 215 Project Cyber Operations</td>
<td>3</td>
</tr>
<tr>
<td>CYB 235 Project Ethical Hacking</td>
<td>3</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

General Information for the ASCYB

- 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the ASCYB

All applicants are expected to meet the following admissions requirements:

- Applicants must be at least 16 years of age at the time of application.
- Signed Hardware/Software Agreement

Degree Requirements for the ASCYB

- Completion of a minimum of 63 credits.
  - General Education Component - 27 credits
  - Required Course of Study - 18 credits
  - Cybersecurity Electives - 15 credits
  - Cybersecurity Capstone - 3 credits
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Associate of Science in Cybersecurity

General Education Requirements for the ASCYB

The General Education requirements for this program are the following:

Communication Arts, 6 credits
- Pathway A must include: 3 credits of College Composition
- Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
- Must include 6 credits of college algebra or higher
- Science & Technology, 6 credits
- Must include: CYB 100
- Must include: 3 credits in the physical or biological sciences
- Humanities, 3 credits
- Pathway B must include: 3 credits in critical thinking
- Social Science, 3 credits
- Pathway B must include: 3 credits in economics or psychology
- Additional Liberal Arts, 3 credits
- Must include: GEN 201

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following
means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the University
- 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 ASCYB
- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the ASCYB
Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits from a combination of Required Course of Study and General Education courses must be completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity 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 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 Journal credit is not eligible to waive courses in the required course of study.

Students in this program may waive a maximum of 12 lower division credits from their required course of study and cybersecurity electives.

The following course(s) may not be waived: CYB 215, CYB 235

Re-entry for the ASCYB
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.

No appeals will be accepted for re-entry to an expired program.

Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

Bachelor of Science in Cybersecurity
The following Bachelor of Science in Cybersecurity (BSCYB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Bachelor of Science in Cybersecurity programs provide students with a deeper understanding of a variety of topics in the cybersecurity field. These topics include cyber domain, Internet networking, fundamental security concepts to mitigate packet vulnerabilities, security team participation, cloud computing and wireless security. Students further expand their knowledge and skill development through cybersecurity courses in one of two specializations, Cybersecurity Operations or Cybersecurity Analyst Defender, both of which are closely aligned to industry certifications through EC Council and CompTIA.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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:
- Examine an organization’s infrastructure to ensure compliance with cybersecurity standards and policies.
- Evaluate organizational policies and strategies to determine potential cybersecurity vulnerabilities.
- Apply a variety of hacking tools and techniques to expose risk and protect and secure network systems in a variety of organizations.
• Apply the known phases of ethical hacking to protect and secure networks systems in a variety of organizations.
• Apply object-oriented scripting to solve potential cyber-security attacks.

Program Category Requirements for the BSCYB

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Cybersecurity Core, 30 total credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 100</td>
<td>Cyber Domain</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 110</td>
<td>Foundations of Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 120</td>
<td>Computer Network Defense Part 1</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 130</td>
<td>Object-Oriented Scripting Language</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 135</td>
<td>Object-Oriented Security Scripting</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 140</td>
<td>Computer Network Defense Part 2</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 150</td>
<td>Computer Network Defense Part 3</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 340</td>
<td>Web and Cloud Computing and Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 350</td>
<td>Security Team Participation</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 360</td>
<td>Wireless Security</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Lower Division Cybersecurity Electives, 18 total credits

Preferred Lower Division Elective Tracks (Choose One):

Cybersecurity Operations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 205</td>
<td>Infrastructures Administration</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 207</td>
<td>Risk Frameworks</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 209</td>
<td>Compliance Management, Certification and Accreditation</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 211</td>
<td>Applied Security Part 1</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 213</td>
<td>Applied Security Part 2</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 215</td>
<td>Project Cyber Operations</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Cybersecurity Analyst Defender

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 225</td>
<td>Linux Fundamentals</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 227</td>
<td>Sniffing and Network Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 229</td>
<td>Ethical Hacking Part 1</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 231</td>
<td>Ethical Hacking Part 2</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 233</td>
<td>Ethical Hacking Part 3</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Project Ethical Hacking

Upper Division Cybersecurity Electives, 18 total credits

Preferred Upper Division Elective Tracks (Choose One):

Cybersecurity Policy and Governance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 405</td>
<td>Information Systems Governance</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 407</td>
<td>Information Systems Risk Controls and Auditing Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 409</td>
<td>Information Systems Leadership, Projects and Operations</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Upper Division IS&T Electives, 6 total credits

Cybersecurity Capstone, 6 total credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 490</td>
<td>Capstone Bachelor Design</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 492</td>
<td>Capstone Bachelor Implementation</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.
General Information for the BSCYB
- First time attendees with the University 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSCYB
All applicants are expected to meet the following admissions requirements:
- Signed Hardware/Software Agreement

Degree Requirements for the BSCYB
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 42 credits
  - Required Course of Study - 36 credits
  - Lower Division Cybersecurity Electives - 18 credits
  - Upper Division Cybersecurity Electives - 18 credits
  - Upper Division IS&T 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 Cybersecurity

General Education Requirements for the BSCYB
A minimum of 42 of the 120 credits must be in the general education areas approved by the University.
- Communication Arts, 6 credits
  - Pathway A must include: 3 credits of College Composition
  - Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
  - Must include 6 credits of statistics or higher
- Science & Technology, 3 credits
  - Must include at least three (3) credits in the physical or biological sciences
- Humanities, 6 credits
  - Must include: CYB 320
- Pathway B must include: 3 credits in critical thinking
- Social Science, 9 credits
  - Must include: CYB 160
- Pathway B must include: 3 credits in economics
- Pathway B must include: 3 credits in psychology
- Additional Liberal Arts, 3 credits
  - Must include: GEN 201
  - Interdisciplinary Component, 9 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 Journal credit is not eligible to waive courses in the required course of study.
  - Providing that University residency requirement for degree conferral is met, the University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
  - 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
    - The activity 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 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Academic Progression Requirements for the BSCYB
- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BSCYB
- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity 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 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
• Students in this program may waive a maximum of 12 lower division credits from their required course of study and cybersecurity electives.
• Students in this program may waive a maximum of 18 upper division credits from their required course of study and cybersecurity electives.
• The 6 credit Upper Division Information Systems and Technology Electives requirement may be satisfied by any of the following means:
  • Upper Division or Graduate IS&T UOPX coursework.
  • Previously completed Information Systems and Technology coursework.
  • Upper Division Certificate approved in the student’s state or jurisdiction.
  • Upper Division or Graduate Information Technology transfer activity that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date.
• The following course(s) may not be waived: CYB 490, CYB 492

Re-entry for the BSCYB

• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 information technology, networking and cloud infrastructure, data, cybersecurity, programming and other supporting IT principles.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 apply key principles of systems analysis and design to selected business processes within the organization in order to implement effective information systems.
• Students will employ network and data solutions to align with key business requirements and industry best practices to improve organizational IT operations.
• Students will be able to design and develop key database models aligning with business requirements for storage, retrieval and use of data.
• Students will implement cybersecurity solutions that comply with global governance best practices.
• Students will demonstrate an ability to evaluate, design, and implement application programs to meet business processes.

Program Category Requirements for the BSIT

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 Technology, 6 total credits

CIS 207 ........................................................................................................3 credits
Information Systems Fundamentals
BSA 385 ~ ..............................................................................................3 credits
Intro to Software Engineering

Business Systems and Implementation, 6 total credits

BSA 375 ~ ..................................................................................................3 credits
Fundamentals of Business Systems Development
CMGT 410 ~ ..............................................................................................3 credits
Project Planning and Implementation
## Networking, 6 total credits
- CYB 205 ~ Infrastructure Administration .................................................. 3 credits
- NTC 362 ~ Fundamentals of Networking ......................................................... 3 credits

## Data, 6 total credits
- DAT 210 ~ Data Programming Languages ....................................................... 3 credits
- DAT 305 ~ Data Structures for Problem Solving .............................................. 3 credits

## Cybersecurity, 6 total credits
- CYB 100 ~ Cyber Domain .................................................................................. 3 credits
- CYB 110 ~ Foundations of Security ................................................................. 3 credits

## Programming, 6 total credits
- CYB 130 ~ Object-Oriented Scripting Language ............................................ 3 credits
- PRG 211 ~ Algorithms and Logic for Computer Programming ............................. 3 credits

## Capstone, 3 total credits
- BSA 425 ~ BSIT Capstone ................................................................................ 3 credits

## Upper Division Information Systems and Technology Electives, 12 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 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

### Additional Admission Requirements for the BSIT
All applicants are expected to meet the following admissions requirements:
- Signed Hardware/Software Agreement
- Students who have previously completed an Associate of Arts or Associate of Science degree from a college or university with approved institutional accreditation, will be considered as satisfying their lower division elective, general education (including Phoenix Success Series, College Composition, and Math Pathways), and math and English proficiency requirements without any course content or timeframe restrictions. The transfer coursework will be applied as a block at the time of admission to the program. Students utilizing this policy will need to meet the following conditions:
  - Satisfy the entry course sequence (GEN 201), unless otherwise stated in policy.
  - Complete a minimum of 6 credits of Information Systems and Technology elective coursework.
  - Complete a minimum of 12 credits of upper division Information Systems and Technology elective coursework.
  - Meet all prerequisite or state specific content requirements as outlined in the General Education Requirements and Program Category Requirements and Prerequisites policy sections for their BSIT 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 - 39 credits
  - Upper Division Information Systems and Technology Electives - 12 credits
  - Electives - 18 credits
  - Information Systems and Technology Electives - 6 credits
  - A minimum of 30 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
- Pathway A must include: 3 credits of College Composition
- Pathway B must include: 6 credits in college-level research and writing

### Mathematics, 6 credits
- Must include: 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher; or 6 credits of college algebra or higher

### Science & Technology, 3 credits
- Must include at least three (3) credits in the physical or biological sciences
In order to be granted a waiver for a course in the required

Students must meet the established University residency

Residency Requirements and Course Waivers for the BSIT

Students must meet the established University residency

In order to be granted a waiver for a course in the required

The activity must have been completed within the past ten

The activity must be comparable in content and semester

Experiential Journal credit is not eligible to waive courses in the

Providing that University residency policy is met, through an

Any student who has been out of attendance for more than 365

Re-entry for the BSIT

Any student who has been out of attendance for more than 365

Re-entry students who cannot complete their program within

Re-entry students who cannot complete their program within
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

**Bachelor of Science in Computer Science**

The following Bachelor of Science in Computer Science (BSCS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

In the Bachelor of Science in Computer Science (BSCS) program focuses on the design of computer systems from a scientific perspective. Students will be introduced to computer science theory and concepts in algorithms and logic, programming, computer and network architecture, and software development. Students learn how these topics relate to computing problems and solutions.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Analyze a complex computing problem to apply principles of computing and other relevant disciplines to identify solutions.
- Evaluate a computing-based solution to meet a given set of computing requirements in the context of the program’s discipline.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Apply computer science theory and software development fundamentals to produce computing-based solutions.

**Program Category Requirements and Prerequisites for the BSCS**

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 Science Theory, 8 total credits**
- CSS 200 ................................................................................. 2 credits
- Foundations of Computer Science
- CSS 325 ................................................................................. 3 credits
- Ethics in Computer Science
- CSS 430 ................................................................................. 3 credits
- Algorithmic Theory and Practice

**Algorithms and Complexity, 6 total credits**
- PRG 211 ~ ............................................................................. 3 credits
- Algorithms and Logic for Computer Programming
- DAT 305 ~ ............................................................................. 3 credits
- Data Structures for Problem Solving

**Programming Languages, 9 total credits**
- DAT 210 ~ ............................................................................. 3 credits
- Data Programming Languages
- PRG 420 ~ ............................................................................. 3 credits
- Java Programming I
- PRG 421 ~ ............................................................................. 3 credits
- Java Programming II

**Software Development & Web Design, 12 total credits**
- WEB 240 ~ ............................................................................. 3 credits
- Web Design Fundamentals
- BSA 385 ............................................................................. 3 credits
- Intro to Software Engineering
- CSS 422 ............................................................................. 3 credits
- Software Architecture
- CSS 440 ............................................................................. 3 credits
- Artificial Intelligence and Big Data Trends

**Computer Architecture and Networking, 9 total credits**
- CSS 421 ~ ............................................................................. 3 credits
- Computer Organization and Architecture
- POS 355 ............................................................................. 3 credits
- Introduction to Operating Systems
- NTC 362 ............................................................................. 3 credits
- Fundamentals of Networking

**Math for Computer Science Majors, 6 total credits**
- MTH 221 ............................................................................. 3 credits
- Discrete Math for Information Technology
- MTH 360 ~ ............................................................................. 3 credits
- Linear Algebra

**Capstone, 3 total credits**
- CSS 450 ~ ............................................................................. 3 credits
- Computer Science Capstone

The University reserves the right to modify the required course of study.

**General Information for the BSCS**

- First time attendees with the University 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
• Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSCS
All applicants are expected to meet the following admissions requirements:
• Signed Hardware/Software Agreement
• Students who have previously completed a Associate of Arts or Associate of Science degree from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, will be considered as satisfying their communication arts, humanities, social science, additional liberal arts, and interdisciplinary requirements. This includes College Composition, Phoenix Success Series, and English proficiency requirements without any course content or timeframe restrictions. The transfer coursework will be applied as a block at the time of admission to the program.
• Meet all prerequisite or state specific content requirements as outlined in the General Education Requirements and Program Category Requirements and Prerequisites policy sections for their BSCS program.
• General Education Requirements for the BSCS

A minimum of 49 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing

Mathematics, 11 credits
Must include: 3 credits of college algebra (MTH 220) or higher, and 8 credits of calculus or higher
Note: BSCS students who take MTH 220 are not required to complete MTH 219 as a prerequisite.

Physical/Biological Science, 8 credits
Must include: 6 credits in chemistry or 8 credits in biology
Must include a minimum of one lab
Students may also use 8 credits of approved transfer activities in physics that includes a minimum of one lab
Note: UOPX does not currently offer physics courses to fulfill this requirement but students may use approved transfer activities in physics. Students will need to submit an ARSC SRM case to apply approved transfer activities in physics to the physical/biological science requirement.

Humanities, 6 credits
Pathway B must include: 3 credits in critical thinking
Must include: GEN 201
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology

Additional Liberal Arts, 3 credits
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.
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
• University of Phoenix coursework
• Activity that is acceptable in transfer to the University

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 may use two calculus courses each worth a minimum of three semester credits (or four quarter credits) to satisfy the eight credits of calculus, but will be required to make up the credits with other Liberal Arts General Education credits to meet the minimum requirements.

Students may use six semester credits in chemistry, biology, or physics to satisfy the eight credit physical/biological science requirement, provided all the coursework is in the same discipline and includes a transferable lab component. However, they will be required to make up the credits with other Liberal Arts General Education credits to meet the minimum requirements.

Degree Requirements for the BSCS
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 49 credits
  • Required Course of Study - 53 credits
  • Information Systems and Technology Electives - 18 credits
  • A minimum of 39 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 Computer Science
Academic Progression Requirements for the BSCS

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Residency Requirements and Course Waivers for the BSCS

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 21 credits from their required course of study.

The 18 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:

- Lower Division or Upper Division Information Systems and Technology UOPX coursework.
- Previously completed Lower Division or Upper Division Information Systems and Technology coursework.
- Lower Division or Upper Division Information Systems and Technology transfer activity that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date.

The following course(s) may not be waived: CSS 450

Re-entry for the BSCS

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
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As the health care industry expands and evolves at a rapid rate, jobs in health care administration business functions are expected to increase. Medical and health service managers employment are projected to grow by 18 percent from 2018 to 2028. 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® College of Health Professions will equip you with the leading-edge training you need to succeed in today’s dynamic health care environment—and to effectively tackle 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

- Graduates will be able to evaluate a health care organization from a market-based perspective.
- Graduates will be able to evaluate financial and economic issues in the health care industry.
- (Elective Track for Health Administration Only): Graduates will be able to evaluate the impact of legal and regulatory requirements on the delivery of health care.
- Graduates will be able to evaluate the application of risk and quality management concepts in the health care industry.
- Graduates will be able to analyze the utilization and application of technology within a health care organization.
- Graduates will be able to evaluate 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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCS 120 ~</td>
<td>(Prerequisite Required for Pathway B Only)</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 131 ~</td>
<td>Medical Terminology for Health Care Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 235 ~</td>
<td>Business Communication Skills for Health Care Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health Care Delivery in the U. S.</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>HCIS 140 ~</td>
<td>Fundamentals of Electronic Health Records</td>
<td>3 credits</td>
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</tbody>
</table>

BSHA Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCS 305 ~</td>
<td>Health Care Professional Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 335 ~</td>
<td>Health Care Ethics and Social Responsibility</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 325 ~</td>
<td>Health Care Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 370 ~</td>
<td>Human Resources in Health Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health Care Accounting</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>HCS 385 ~</td>
<td>Health Care Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 390 ~</td>
<td>Health Care Consumer - Trends and Marketing</td>
<td>3 credits</td>
</tr>
<tr>
<td>Public and Community Health</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>HCS 483 ~</td>
<td>Health Care Information Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 451 ~</td>
<td>Health Care Quality Management and Outcomes Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 465 ~</td>
<td>Health Care Research Utilization</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCS 499 ~</td>
<td>Health Care Strategy Capstone</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

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.

The College of Health Professions recommends students select and complete all courses within one elective track.
The diploma awarded for this program will read as:

A minimum grade point average (GPA) of 2.0.

Completion of a minimum of 120 credits that include the Degree Requirements for the BSHA.

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the unique combination of desired credentials to be earned. Possible credentials include an associate degree and/or upper division 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
- Completion of all en-route credential requirements, including any course retakes needed to ensure the en-route credential GPA requirement is met, prior to conferral of the bachelor’s degree.
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

**Elective 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
- Pathway A must include: 3 credits of College Composition
- Pathway B must include: 6 credits in college-level research and writing
- Mathematics, 6 credits
- 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
- Pathway B must include: 3 credits in critical thinking
- Must include: GEN 201
- Social Science, 6 credits
- Pathway B must include: 3 credits in economics
- Pathway B must include: 3 credits in psychology
- Additional Liberal Arts, 6 credits
- 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.

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.

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
- University of Phoenix coursework
- Activity that is acceptable in transfer to the UniversityStudents 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.

MHA Pathway Policy for the BSHA

Bachelor of Science in Health Administration (BSHA) 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.

- MHA 505.................................................................................. 3 credits
- Systems Thinking in health care environments
- MHA 507.................................................................................. 3 credits
- Leveraging informatics in the health sector
- MHA 508.................................................................................. 3 credits
- Navigating the regulatory environment in health care
- MHA 542.................................................................................. 3 credits
- Leading with authenticity in the health sector
- MHA 560.................................................................................. 3 credits
- Creating a sustainable legacy: healthy communities

Academic Progression Requirements for the BSHA

- Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Minimum Grade Requirements for the BSHA

- Students in this program are required to achieve a minimum grade of “C” (2.0) in course listed below. A “C-” grade is not acceptable. Students who fail to receive a minimum grade of “C” will be scholastically disqualified from the University.
  - HCS 499 Health Care Strategy Capstone
- 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 BSHA program.

Residency Requirements and Course Waivers for the BSHA

Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of 15 upper division credits from their required course of study. Students may also waive 12 lower division credits from the required course of study.

The Upper Division Health Administration Elective requirement may be satisfied by any of the following means:
- Approved UOPX Health Administration Elective coursework.
- Upper division Certificate approved in the student’s state or jurisdiction.

The following course(s) may not be waived: HCS 305, HCS 499
Re-entry for the BSHA

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

The Bachelor of Science in Health Management

The Bachelor of Science in Health Management (BSHM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Bachelor of Science in Health Management (BSHM) degree program is designed to develop the professional knowledge and skills of managers in a dynamic and evolving health care industry. Students who have existing credits from health-related programs will be prepared for management opportunities in the health care industry. The program focuses on providing knowledge and skills for strategic decision making, regulatory compliance, finance, and technology.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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 analyze management principles and strategies within health care organizations.

- Students will analyze financial strategies related to the management of health care organizations.
- Students will analyze regulatory guidelines that impact the health care industry.
- Students will analyze technology factors that impact the health care industry.

BSHM Program Category Requirements- Pathway A and Pathway 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).

Health Care Electives, 12 total credits

Health Care Business Communications, 3 total credits
HCS 321 ~ ................................................................. 3 credits

Business Communication for Health Care Managers

Management, 12 total credits
HCS 325 ~ ................................................................. 3 credits
Health Care Management

HCS 341 ~ ................................................................. 3 credits
Human Resources in Health Care

HCS 370 ~ ................................................................. 3 credits
Organizational Behavior

HCS 412 ~ ................................................................. 3 credits
Project Management for Health Care Professionals

Ethics and Social Responsibility, 3 total credits
HCS 335 ~ ................................................................. 3 credits
Health Care Ethics and Social Responsibility

Technology, 3 total credits
HCS 487 ~ ................................................................. 3 credits
Technology and Systems Approach for Health Care Managers

Data, 3 total credits
HCS 493 ~ ................................................................. 3 credits
Data Analytics for Health Care Managers

Regulatory, 3 total credits
HCS 468 ~ ................................................................. 3 credits
Regulatory and Compliance within the Health Care Industry

Marketing, 3 total credits
HCS 472 ~ ................................................................. 3 credits
Marketing in the Health Care Industry

Finance, 3 total credits
HCS 385 ~ ................................................................. 3 credits
Health Care Finance

Strategy, 3 total credits
HCS 498 ~ ................................................................. 3 credits
Strategic Decision Making for Health Care Managers

The University reserves the right to modify the required course of study as necessary.
General Information for the BSHM
• Applicants who disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
• Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

Additional Admission Requirements for the BSHM
All applicants are expected to meet the following admissions requirements:
• Applicants must have a minimum of 30 program applicable college-level credits.

Degree Requirements for the BSHM
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study - 36 credits
  • Health Care Electives - 12 credits
  • Electives - 27 credits
  • A minimum of 36 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 Management

General Education Requirements for the BSHM
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
Pathway A must include: 3 credits of College Composition
Pathway B must include: 6 credits in college-level research and writing
Mathematics, 6 credits
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
Pathway B must include: 3 credits in critical thinking
Must include: GEN 201
Social Science, 6 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
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.
With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
• University of Phoenix coursework
• Activity that is acceptable in transfer to the University
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 BSHM
• Students placed in Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
• Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
• Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.
• Students must successfully complete 12 credits of the Health Care Electives and math and English proficiencies prior to entry in HCS 321.

Minimum Grade Requirements for the BSHM
• Students in this program are required to achieve a minimum grade of “C” (2.0) in course listed below. A “C-” grade is not acceptable. Students who fail to receive a minimum grade of “C” will be scholastically disqualified from the University.
  • HCS 498 Strategic Decision Making for Health Care Managers
• 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 BSHM program.

Residency Requirements and Course Waivers for the BSHM
• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits come from a combination of the Required Course of Study, General Education, and Electives completed at UOPX.
• 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal 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 Pathway Agreement (EPA) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.

Students in this program may waive a maximum of six (6) upper division credits from their required course of study.

The 12 credit Health Care Elective requirement will not be included in the maximum credits that can be waived from the required course of study and may be satisfied by any of the following means:

- Any upper and/or lower division Health Care UOPX coursework.
- Any lower division, upper division or graduate Health Care 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 Health Care 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 Health Care 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 Health Care 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) and their equivalents may not be waived: HCS 498

Re-entry for the BSHM

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

MHA Pathway Policy for the BSHM

Bachelor of Science in Health Management (BSHM) 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.

MHA 505 ..................................................................................3 credits
Systems Thinking in Health Care Environments

MHA 507 ..................................................................................3 credits
Leveraging Informatics in The Health Sector

MHA 508 ..................................................................................3 credits
Navigating The Regulatory Environment In Health Care

MHA 542 ..................................................................................3 credits
Leading With Authenticity in The Health Sector

MHA 560 ..................................................................................3 credits
Creating A Sustainable Legacy: Healthy Communities
COLLEGE OF NURSING

Programs in the College of Nursing are designed to support the career advancement and educational needs of 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® College 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 - College of Nursing Programs

The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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.

Sigma Theta Tau International chapters are found on a global basis, spanning over 100 countries. STTI has more than 135,000 active members who reside in more than 85 countries. There are roughly 300 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 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 Program 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” 15-panel drug screen plus an alcohol drug test.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Bachelor of Science in Nursing (BSN) 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 baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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 demonstrate evidence-based, holistic, patient-centered care that reflects knowledge of the health-illness continuum.
- Students will implement appropriate health promotion and disease prevention strategies for diverse individuals, families, and populations across the life span.
- Students will demonstrate professional standards of moral, ethical, and legal conduct in health care industry.
- Students will apply leadership and organizational principles that promote safe health care delivery and nursing practice.
- Students will incorporate strategies that influence health policy at state, national, and international levels for the provision of safe, quality patient care.
- Students will integrate patient care communication and information technology systems in health care delivery to improve patient outcomes.
- Students will utilize interprofessional care coordination strategies to promote quality patient care.

Program Purpose

The Registered Nurse to Bachelor of Science in Nursing is a post-licensure education program designed for nurses with an active and unencumbered RN license 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 make clinical decisions that will result in positive patient outcomes and support healthcare systems.

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
- NSG 426 ~ .............................................................................3 credits
  Research Outcomes Management for the Practicing Nurse
- NSG 451 ~ ................................................................................3 credits
  Professional Nursing Leadership Perspectives
- NSG 456 ~ ................................................................................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
  *Students residing in California who have a California nursing license are required to take NSG 486CA and NSG 482CA:
  NSG 486CA ~ .............................................................................3 credits
  Public Health: Health Promotion and Disease Prevention
  NSG 482CA ~ .............................................................................3 credits
  Promoting Healthy Communities

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:

- 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
  - Puerto Rico

- Completion of a nursing diploma; an associate degree in nursing or post-secondary diploma in nursing from a college or university with approved institutional accreditation or foreign equivalent earned at a recognized foreign institution; California 30 credit option or California BSN approved program.

- 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 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
  - The Lower Division Nursing requirement will be satisfied using students valid unrestricted / unencumbered RN license.
  - 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

- Students transferring to University of Phoenix into an undergraduate RN to BSN program with a previously completed Associate of Arts degree (any emphasis), Associate of Applied Arts Degree with an emphasis in Nursing, an Associate of Science Degree with an emphasis in Nursing or an Associate of Applied Science Degree with an emphasis in Nursing from a college or university with approved institutional accreditation, will be considered as satisfying their lower division elective, general education, and math and English proficiency requirements without any course content or timeframe restrictions. 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.

- RN-BSN Pathway Agreement Concurrent Enrollment Students Only: Applicants transferring to University of Phoenix with a completed Associate degree in nursing from an approved Pathway Agreement Institution will be eligible to satisfy lower division general education program requirements within their BSN as outlined on the RN-BSN Pathway Agreement 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- Satisfy University Proficiency Requirements
- A clinical course may not be taken concurrently with any other course. The clinical courses in this program include: NSG 482CA, NSG 486CA.
- 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” 15 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 Program 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 Program 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

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 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.

The following courses in the Required Course of Study may not be waived: NSG 451, NSG 456, NSG 468, NSG 482, NSG 486, NSG 482CA, NSG 486CA, and NSG 498

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
  - ENG/220, equivalent or higher
- 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, LD nursing credits from a nursing diploma or ADN program, 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.

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) 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

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Bachelor of Science in Nursing (Competency Based)

The following Bachelor of Science in Nursing (Competency Based) (BSN-CB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Bachelor of Science in Nursing (BSN-CB) is a competency based 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 is a self-governed program and includes behavioral outcomes that concentrate on the development of the nurse’s role as a researcher, practitioner, and leader. Using human caring and cultural competence 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 system.

The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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.

- Demonstrate evidence-based holistic patient-centered care that reflects knowledge of the health-illness continuum.
- Implement appropriate health promotion and disease prevention strategies for diverse individuals, families and populations across the life span.
- Demonstrate professional standards of moral, ethical, and legal conduct in health care industry.
- Apply leadership and organizational principles that promote safe health care delivery and nursing practice.
- Incorporate strategies that influence health policy at state, national, and international levels for the provision of safe, quality patient care.
- Integrate patient care communication and information technology systems in health care delivery to improve patient outcomes.
- Utilize interprofessional care coordination strategies to promote quality patient care.
Program Purpose
The Registered Nurse to Bachelor of Science in Nursing is a post-licensure education program designed for nurses with an active and unencumbered RN license 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 make clinical decisions that will result in positive patient outcomes and support healthcare systems.

Domains and Courses for the BSN-CB
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).
All required domains, 11 required course of study courses, and their associated competencies must be completed at UOPX to be eligible for degree conferral.

Domain: Professionalism, Generalist Nursing Practice and Information Management
NSGCB 302 .................................................................3 credits
Professional Contemporary Nursing Role and Practice
NSGCB 416 .................................................................3 credits
Theoretical Development and Conceptual Frameworks
HSNCB 376 .................................................................3 credits
Health Information Technology for Nursing
NSGCB 451 .................................................................3 credits
Professional Nursing Leadership Perspectives

Domain: Research, Healthcare Policy, Finance, and Improving Outcomes
NSGCB 456 .................................................................3 credits
Research Outcomes Management for the Practicing Nurse
NSGCB 426 .................................................................3 credits
Integrity in Practice: Ethic and Legal Considerations
HSNCB 476 .................................................................3 credits
Healthcare Policy and Financial Management
NSGCB 468 .................................................................3 credits
Influencing Quality within Healthcare

Domain: Population Health and Leadership
NSGCB 486 .................................................................3 credits
Public Health: Health Promotion and Disease Prevention
NSGCB 482 .................................................................3 credits
Promoting Healthy Communities
NSGCB 498 .................................................................3 credits
Senior Leadership Practicum

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the BSN-CB
All applicants are expected to meet the following admissions requirements:
• An Associate of Arts degree in Nursing, Associate of Applied Arts Degree with an emphasis in Nursing, an Associate of Science Degree with an emphasis in Nursing, or an Associate of Applied Science Degree with an emphasis in Nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate 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.
• Upon admission to the program, applicants will be considered as satisfying their lower division elective, general education, and math and English proficiency requirements without any course content or timeframe restrictions. Official transcripts must be provided from institutions where the student completed most of their coursework (>75%) for their degree program.
• 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 hold a RN license obtained by taking the US NCLEX-RN exam. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  • Guam
  • American Samoa
  • Northern Mariana Islands
  • US Virgin Islands
  • Puerto Rico
• A minimum equivalent of one year of full-time post high school clinical based RN work experience within the past five years. Full-time work is defined as 32 hours per week for the BSN-CB program.
• The Lower Division Nursing requirement will be satisfied using students valid unrestricted/unencumbered RN license.
• Signed Criminal Background Check Disclosure
• Signed FERPA Release/Drug Test or Failure to Test Results
• Signed Clinical Assurance Statement form
• Signed Hardware/Software Agreement
Degree Requirements for the BSN-CB

- 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
  - Completion of 33 upper division credits consisting of 11 different courses and associated competencies.
  - A maximum of 87 lower division credits
  - A grade of Met (ME) or better is required for all competencies in every course.
- The diploma awarded for this program will read as: Bachelor of Science in Nursing

Academic Progression Requirements for the BSN-CB

- Students are recommended to complete Competency-Based Education New Student Orientation prior to beginning work in their first group of CBE courses and will have access to this orientation throughout the duration of their first group of scheduled courses
- All students enrolling in the BSN program will take NSGCB 302 as part of their first block.
- Students cannot enroll into the Population Health and Leadership domain courses until they have successfully completed the Professionalism, Generalist Nursing Practice and Information Management and Research, Healthcare Policy, Finance, and Improving Outcomes domains.
- 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- Any student who demonstrates behaviors in a classroom 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” 15 panel, plus alcohol drug test.

Minimum Grade Requirements for the BSN-CB

A grade of Met (ME) or better is required for all competencies in every course.

Students will be placed on Scholastic Probation (SP) program academic status if a NM grade is earned in a course. If a student repeats a course due to receiving a NM grade and receives a grade of NM on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program. Scholastic Suspension student academic status will be effective as of the course end date at the time the NM grade posts in the repeated course.

Students cannot repeat more than one nursing course. 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 (Competency Based) program.

Students who have been placed on SP status:
- must meet with the Program Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.

- must complete the academic progression student agreement form, signed by the student and returned to Program Chair, or designee.
- must retake the course which placed them on scholastic probation at the earliest available scheduling opportunity after completing the academic progression requirements above; students may be concurrently enrolled in other courses while completing the retake.

Note: The earliest available scheduling opportunity is the soonest feasible opportunity for the student to take the repeat course after the academic progression process has been completed, without requiring the student to drop a course in which attendance has been met. Retake course scheduling opportunities are ranked in preferred order below:

- If the student is going to earn a NM grade because they have failed the final attempt at a competency during the course (i.e. before the course end date), and the academic progression process can be completed before the course end date, the repeat course should be scheduled in place of a course in the next scheduled block, before the start date for that block of courses.
- If the student is going to earn a NM grade because they have failed the final attempt at a competency during the course (i.e. before the course end date), and the academic progression process cannot be completed before the course end date, the repeat course should be scheduled for the start date after the next block of courses.
- If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the repeat course should be scheduled for the start date after the next block of courses.
- may not transfer to another program without an approved SAC appeal, or until they have fulfilled the requirements for progression

Residency Requirements and Assessment Attempts for the BSN-CB

- All required domains, 11 required course of study courses, and their associated competencies must be completed at UOPX to be eligible for degree conferral.
- Students will have a maximum of three attempts to pass the final assessment for each competency. The first two attempts may be taken by the student after a discussion with the faculty mentor.
- Prior to a third attempt at passing the assessment, the student must complete a remediation plan and receive formal approval of the faculty mentor.
General Education Requirements for the BSN-CB
A minimum of 47 of the 120 credits must be in the general education areas approved by the University. This general education requirement is satisfied through completion of the degree from an accredited institution that is required for admission to the program.

- Communication Arts, 6 credits
- Mathematics, 6 credits
- Natural/Physical Sciences, 12 credits
- Humanities, 6 credits
- Social Science, 6 credits
- Interdisciplinary Requirements, 11 credits

Re-entry for the BSN-CB
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

The Bachelor of Science in Education/Elementary Education program is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states.

Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education). After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

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 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 ..........................................................3 credits
Foundations for University 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, 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
Delaware, New Jersey, Tennessee, and North Carolina residents 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 disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.

- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.
Additional Admission Requirements for the BSED/E

- A signed BSEd/E New Student Checklist.
- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

Additional Admission Requirements for Montana Residents with admission application or program change agreement signed 1/1/2020 or later

Students residing in Montana must provide verification of the following:
- Completion of the online course, An Introduction to Indian Education for All in Montana

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 on the student’s file and uploaded to the student’s official record.

Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.
- Verification of fingerprint clearance

Georgia residents 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
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

Due to state requirements, Georgia candidacy level II requirements must be met prior to students posting attendance in their first credit bearing course in the required course of study.

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), or teacher performance assessment (depending on state of residency).
  - 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:
    - 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.

Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.

Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.

Undergraduate students must satisfy math and English proficiencies as an academic progression requirement in their program.

Students have the following options to fulfill proficiency:
- Successful completion of UOPX math and English courses designated as applicable to the proficiency requirement
- Comparable transfer coursework from a college or university with approved institutional accreditation, or credit recommended by the American Council on Education transfer activity that meets the following requirements:
  - Grade of C- or better (or academic equivalent)
  - At least 2 semester credits
  - Eligible to receive general education credits
  - National College Credit Recommendation Service (NCCRS) credit recommendations
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam.

Demonstrate competency by meeting the minimum passing score on a UOPX approved placement exam.

Students who satisfy the English and /or math proficiency and sign a new Enrollment Agreement may carry forward the completed proficiency into their new program/version provided they have remained in continuous attendance according to the University’s Academic Program 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.

The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.
• Verification of immunization or TB test results (district specific)
• Verification of the completion of 100 hours of field experience
• State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching:
  - Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:
    - Montana Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:
      - Completion of the online course, An Introduction to Indian Education for All in Montana
    - Wyoming: Students residing in Wyoming must provide verification of the following prior to the student teaching placement:
      - Completion of a Wyoming Constitution course or demonstration of knowledge by examination
  - Reciprocity Licensure Applicants: Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:
    - Missouri Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Missouri must provide verification of the following:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - New Jersey Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in New Jersey must provide verification of the following:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - New Mexico Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in New Mexico must provide verification of the following:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
      - Completion of a Puerto Rico History course
    - Texas Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Texas must provide verification of the following prior to the student teaching placement:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - All students must complete all General Education requirements prior to completion of EDU 390.

Minimum Grade Requirements for the BSED/E

• A candidate must earn a grade of “B” or better in all student teaching courses in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course and/or student teaching:
  - EDU 390, EED 496, EED 498, EED 499.
  - Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
    - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
    - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
  - If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended and 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. Upon the successful completion of the Child Development Associate (CDA), Florida Department of Education Early Childhood Professional Certificate (ECPC) or the Florida Child Care Professional Credential (FCCPC) 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.

Courses:
- * 3 credits in social studies
- * 9 credits in additional liberal arts
- *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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
• 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation 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 496, EED 498, EED 499, GEN 127, GEN 201, RDG 415, SPE 300. Arizona residents may waive SEI 300 and/or SEI 301 if they meet one of the following requirements:

- Completion of an Arizona Department of Education (ADE) approved SEI course(s) at an institution of higher education.

Candidates who provide evidence of the completion of 3 credits of SEI coursework may waive SEI 300 with credit, and SEI 301 without credit. Candidates must complete ECH 418 (or equivalent) to make up the credit deficiency for SEI 301.

Candidates who provide evidence of 6 credits of SEI coursework may waive both SEI 300 and SEI 301 with credit.

Completion of an Arizona Department of Education (ADE) approved district/individual trainer led workshop.

Candidates who provide evidence of the completion of a state approved workshop that is 45 clock hours may waive SEI 300 with credit, and SEI 301 without credit. Candidates must complete ECH 418 (or equivalent) to make up the credit deficiency for SEI 301.

Candidates who provide evidence of the completion of a state approved workshop that is 90 clock hours may waive both SEI 300 and SEI 301 with credit.

Verification of one of the following endorsements:
- Arizona Full SEI Endorsement (SEI 300)

Candidates who hold this endorsement may waive SEI 300 and SEI 301 with credit.

**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.

**Pathway A**

- 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
- Humanities Requirement(s) 3 credits
- Fine Arts Requirement(s) 3 credits
- Physical Education activity credits are limited to four (4) 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. Students may use a 2 semester credit Constitution course to satisfy the HIS 301 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.

With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:

- University of Phoenix coursework
- Activity that is acceptable in transfer to the University

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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

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:
  - Passing scores on the state mandated content exam for elementary
  - Passing scores on the state mandated content exam for the single subject content area the candidate would like to teach in grades 6-8. The candidate must ensure that the elementary grade span recognized by the teacher licensing body in his/her state of residence includes the desired 6-8 grade level.
- Candidates must earn a “B” or better in Elementary Education Seminar. If a candidate receives less than a “B” (B- or lower), the student will receive a grade of “F” for the course, they will be Scholastically Disqualified and they must repeat the course.
- Candidates must be enrolled in Student Teaching Seminar I and II during their student teaching experience. Candidates who choose to postpone student teaching must postpone their enrollment in these seminars.
- Student teaching can only be repeated one time.
- Removal from a placement at the request of an appointed administrator from the student teaching location or UOPX:
  - Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their student teaching course or while transitioning between their student teaching courses, will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two student teaching attempts.
    - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
  - Student teachers who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their student teaching course, will be withdrawn from the student teaching course, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
    - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Unapproved self-terminations of student teaching:
  - Student teachers that execute an unapproved self-termination of student teaching, prior to starting and posting attendance in their student teaching course or while transitioning between their student teaching courses, will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two student teaching attempts.
    - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
  - Student teachers that execute an unapproved self-termination of student teaching, after having met any amount of attendance in their student teaching course, will be withdrawn from the student teaching course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
    - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates who do not successfully complete their mid-term evaluation:
• Candidates who do not successfully complete their mid-term evaluation will be withdrawn from their student teaching course, issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts. Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

• Candidates that do not successfully complete a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, 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 their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).

• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project, or teacher performance assessment (depending on state of residency).

• Student teaching cannot be waived unless a documented exception exists in program policy. SAC appeals to waive student teaching will not be accepted.

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 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 must appeal to the Student Appeals Committee (SAC) to return to their original program version. 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 program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.

Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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. Georgia candidates who completed SPE 300 (or equivalent) prior to 5/1/2019 will not be eligible for an Institutional Recommendation (IR) unless they received a C or better in the course. Students must retake SPE 300 with a grade of B or better to be eligible for the IR.

Arizona Teaching Intern Certificate Route
The student teaching intern certificate is optional and is not a requirement for participation in clinical practice (student teaching). The certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate.

The requirements are:
• Verification of all program academic progression requirements
• Enrollment in the clinical practice course
• Completed coursework with a minimum GPA of 3.0
• Passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the teaching certificate the teacher candidate is pursuing
• A request for issuance of the student teaching intern certificate from the district superintendent or charter school superintendent and the EPP.
• University written supervision plan

Placement decisions of student teaching intern certificate holders shall only be based on collaborative agreements between the Arizona Department of Education and the Local Education Agency. A student teaching intern certificate holder may not teach in a special education classroom unless the certificate holder has a bachelor’s degree.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

This program, which leads to certification or licensure, is only approved in California. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates seeking to continue in a teacher licensure program outside of California, would be required to update to a comparable Arizona based program. Programs are available in select states. Candidates must update their current address and contact their Academic Advisor immediately when such changes occur to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the possible change upon their ability to progress in the program.

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 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 ~ prerequisite only applies to Pathway B ..........0 credits
Orientation to Teacher Education

Introductory Course, 3 total credits
GEN 201 .................................................................3 credits
Foundations for University Success
GEN 127 .................................................................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

Reading, 3 total credits
RDG 420CA ............................................................3 credits
Elementary Methods: Reading and Language Arts

Special Populations, 6 total credits
SPE 300CA ............................................................3 credits
Orientation to the Exceptional Child
ELL 300 ...............................................................3 credits
Instruction and Assessment of English Language Learners

Elementary Methods & Assessment, 6 total credits
EED 436CA ............................................................3 credits
Elementary Methods: Social Science and Fine Arts
EED 438CA ............................................................3 credits
Elementary Methods: Mathematics and Science
Field Experience and Student Teaching, 8 total credits

Students who began TPA 001 prior to 1/1/2018:
- EED 498CA ~ ................................................................. 4 credits
- Elementary Student Teaching, Seminar I
- EED 499CA ~ ................................................................. 4 credits

Elementary Student Teaching, Seminar II

Students with no prior completion of a TPA course as of 1/1/2018 and later:
- EED 491CA ~ ................................................................. 4 credits

Elementary Clinical Practice A
- EED 492CA ~ ................................................................. 4 credits

TPA, 2 total credits

Students who began TPA 001 prior to 1/1/2018:
- TPA 001 ~ obsolete 7/1/2020 ........................................... 1 credit
- Subject Specific Pedagogy
- TPA 002 ~ obsolete 7/1/2020 ........................................... 1 credit

Designing Instruction

Students with no prior completion of a TPA course as of 1/1/2018 and later:
- TPA 100 ~ ................................................................. 1 credit

TPA Planning and Instruction
- TPA 200 ~ ................................................................. 1 credit

TPA Instruction and Assessment

The University reserves the right to modify the required course of study.

General Information for the BSLS

- 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- 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 BSLS

All applicants are expected to meet the following admissions requirements:
- A signed New Student Checklist.
- Students who reside outside of the state of California are not eligible to apply.
- For students with an admission application or program change enrollment agreement signed prior to 1/1/2018: a signed CalTPA Code of Honor
- 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 EDU 301CA. To meet the Candidate Status Level 2 requirements, the following items must be completed. Evidence that these requirements have been met must be entered on the student's file and uploaded to the student's official record.
- Completion of all General Education Requirements
- Demonstration of basic skills proficiency (CBEST)
- Verification of Certificate of Clearance
- Must provide one of the following verifications:
  - 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.
- Verification of negative TB test results, or other approved TB clearance documentation.

Note: Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

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.
- Completion of Teacher Performance Assessment
- Satisfactory completion of student teaching.
- 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- In addition to GEN 201, Pathway A students are required to complete 3 credits of College Composition which will contribute to fulfillment of General Education requirements.
- Following GEN 201, Pathway B students are required to complete coursework in the remaining Phoenix Success Series categories which will contribute to fulfillment of General Education requirements:
  - Psychology - 3 credits - PSY 110
  - College level research and writing - 6 credits - ENG 100, ENG 200
  - Economics - 3 credits - FP 100
  - Critical thinking - 3 credits - HUM 115
- Concurrent enrollment is prohibited during any of the Phoenix Success Series courses.
- The Phoenix Success Series must be completed within the first 6 courses upon enrollment and prior to beginning the required course of study. The Phoenix Success Series contributes to fulfillment General Education and elective requirements.

Undergraduate students must satisfy math and English proficiencies as an academic progression requirement in their program.

Students have the following options to fulfill proficiency:
- Successful completion of UOPX math and English courses designated as applicable to the proficiency requirement
- Comparable transfer coursework from a college or university with approved institutional accreditation, or credit recommended by the American Council on Education transfer activity that meets the following requirements:
  - Grade of C- or better (or academic equivalent)
  - At least 2 semester credits
  - Eligible to receive general education credits
- National College Credit Recommendation Service (NCCRS) credit recommendations
- Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam.
- Demonstrate competency by meeting the minimum passing score on a UOPX approved placement exam.

Students who satisfy the English and/or math proficiency and sign a new Enrollment Agreement may carry forward the completed proficiency into their new program/version provided they have remained in continuous attendance according to the University’s Academic Program Re-entry policy.

Candidates must provide verification of the following prior to beginning student teaching. Candidates must provide:
- Verification of content knowledge mastery prior to student teaching (CSET content exam)
- The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.
- Candidates who have successfully completed TPA 001 prior to 1/1/2018 and who begin their Student Teaching before 7/1/2020 - Passing score on CalTPA 1 (Subject- Specific Pedagogy) and CalTPA 2 (Designing Instruction)
- Completion of all coursework prior to Student Teaching Seminar I & II with a 2.5 program GPA
- Verification of the completion of 100 hours of field experience.
- All students who begin their Student Teaching 7/1/2020 or later, must take the edTPA Student Teaching courses and pass edTPA in order to be eligible for licensure.

Candidates will be required to have a 2.5 GPA for the program at the time they apply for the student teaching experience and prior to the approval of their student teaching experience.

A candidate must earn a grade of "C" or better in the following course. Grades of "I" and "C-" are not accepted: HIS 110

Minimum Grade Requirements for the BSLS

- A candidate must earn a grade of "B" or better in all student teaching courses in order to complete this program. Grades of "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 and required to complete a remediation process prior to repeating the course and/or student teaching: EED 498CA, EED 499CA, EED 491CA, EED 492CA
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended and 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 UOPX.

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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
- 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation 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 491CA, EED 492CA, 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.

**English/Language Arts, 21 credits**

*Must include the following:*

- **Pathway B must include:** 3 credits in critical thinking
- **Pathway B must include:** 3 credits in college-level research and writing
- 6 credits in Writing (RDG 201CA)
- 3 credits in Communication
- 3 credits in Linguistics
- 3 credits in American Literature
- 3 credits in Reading

*Note: The 3 credits in college-level research and writing required for Pathway B students applies towards the 6 credits in Writing requirement.*

*Note: Pathway A students are not required to complete 3 credits in critical thinking and may take any English/Language Arts course applicable to the required categories listed to satisfy their 3 remaining credits.*

**Mathematics, 12 credits**

*Must include: MTH 213 & MTH 214*

*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
- Social Studies, 15 credits

*Must include the following:*

- 6 credits in World History
- 3 credits in CA History (HIS 305)
- 6 credits in U.S. History (HIS 110CA)

**Fine Arts, 9 credits**

*Must include: ARTS 100, ARTS 230, and ARTS 340*

**Humanities, 6 credits**

*Must include: HUM 375CA and PHL 310CA*

**Health/Physical Education, 6 credits**

*Must include the following:*

- 3 credits in Health/PE (HPE 270)
- 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 an approved institutional 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 UOPX: 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. As part of the verified field experiences, candidates must also complete guided field experience requirements. The guided field experience requirements will be satisfied through the completion of Guided Field Experience assignments in specific courses required by the candidate's program. 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. 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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

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 prerequisites leading up to Student Teaching Seminar I prior to beginning the student teaching experience. Candidates must earn a "B" or better in Elementary Education Seminar. If a candidate receives less than a "B" (B- or lower, or "W"), the student will receive a grade of "F" for the course, they will be Scholastically Disqualified and they must repeat the course.
- 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.
- Removal from a placement at the request of an appointed administrator from the student teaching location or UOPX:
  - Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first student teaching course or while transitioning between their student teaching courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn from the course. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Unapproved self-terminations of student teaching:
  - Student teachers that execute an unapproved self-termination of student teaching, prior to starting and posting attendance in their first student teaching course or while transitioning between their student teaching courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn from the course. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Student teachers that execute a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, 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 their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).
- Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teaching Performance Assessment.
- Student teaching cannot be waived unless a documented exception exists in program policy. SAC appeals to waive student teaching will not be accepted.

Re-entry for the BSLS

Candidates who have been out of attendance for more than one year and have completed all degree requirements except clinical practice may reenter their original program version. Upon re-entry, candidates must meet all requirements for their state of residence before being approved for clinical practice. Candidates must complete a minimum of 8 credit hours of student teaching, including the completion of a Teaching Performance Assessment. Candidates who have been out of attendance for more than one year and have completed all degree requirements except clinical practice may reenter their original program version. Upon re-entry, candidates must meet all requirements for their state of residence before being approved for clinical practice.
who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.

Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.

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.

Effective for California residents with an enrollment agreement signed 1/1/2020 or later: Candidates re-entering a teacher license program must complete the edTPA Student Teaching courses. 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 program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state).
- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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 apply for their initial IR within one year of completing all academic requirements in their program. The time limit between completion of coursework and institutional recommendation (IR) for license or endorsement is 12 months. Failure to complete the IR process within this time period will result in a program review and may require additional coursework or assessments for currency.
- All students obtaining an IR after 7/1/2020, must complete edTPA. The IR will not be issued unless evidence of passing edTPA is provided.
- Candidates must provide verification of coursework in U.S. Constitution and Health Education (with a grade of “C” or better).
- Candidates must provide verification of current and appropriate CPR certification, as defined by the California Commission on Teacher Credentialing, prior to being recommended for their credential.
- Candidates must pass the RICA exam.
- Candidates must pass their Teacher Performance Assessment

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 complete a remediation process if they have failed the corresponding assessment two times. This remediation process must be completed prior to the third attempt.
- Teaching Performance Assessment 3: Assessing Learning and Teaching Performance Assessment 4: Culminating Teaching Experience are required in order to be provided with an Institutional Recommendation. 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 Teaching Performance Assessment 1: Subject-Specific Pedagogy and Teaching Performance Assessment 2: Designing Instruction after the allotted number of attempts are permanently removed from the program.
- TPA 1 and TPA 2 = 3 attempts
- 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/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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.
The Bachelor of Science in Education/Early Childhood program is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states. Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home-state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams or (home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meet, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 496 ~ ................................................................. 8 credits
- Early Childhood Student Teaching
- Delaware, New Jersey, Tennessee, and North Carolina residents will take EED 496 in place of ECH 496.
- 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 disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher, or 48 or more completed credits from a college or university with approved institutional accreditation on their admission application will be placed in Pathway B.
- Students who are placed in Pathway A may choose to complete courses from Pathway B and will not be required to change pathways. Students who are placed in Pathway B must appeal to pursue Pathway A.

**Additional Admission Requirements for the BSED/ECH**

All applicants are expected to meet the following admissions requirements:

- A signed BSED/ECH New Student Checklist.
- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

**Additional Admission Requirements for Montana Residents with admission application or program change agreement signed 1/1/2020 or later**

Students residing in Montana must provide verification of the following:

- Completion of the online course, An Introduction to Indian Education for All in Montana

**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 on the student’s file and uploaded to the student’s official record.
- Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2
  - Verification of fingerprint clearance

**Georgia residents 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
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

Due to state requirements, Georgia candidacy level II requirements must be met prior to students posting attendance in their first credit bearing course in the required course of study.

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) or teacher performance assessment (depending on state of residency).
  - 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).
  - Georgia residents attending online and Local Campus students must complete:
    - GACE Educator Ethics Exit Exam (360)
  - 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 Pathway A or Pathway B are required to successfully complete GEN 201 prior to proceeding into additional coursework in their programs.
- Following GEN 201, Pathway B students must complete the requirements outlined in the Phoenix Success Series policy.
- Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements 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
- State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching.
- Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:
  - Montana Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:
    - Completion of the online course, An Introduction to Indian Education for All in Montana
  - Wyoming: Students residing in Wyoming must provide verification of the following prior to the student teaching placement:
    - Completion of a Wyoming Constitution course or demonstration of knowledge by examination
  - Reciprocity Licensure Applicants: Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:
    - Missouri Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Missouri must provide verification of the following:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - New Jersey Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in New Jersey must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - New Mexico Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in New Mexico must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
    - Completion of a Puerto Rico History course

Texas Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Texas must provide verification of the following prior to the student teaching placement:
  - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Students must complete all General Education requirements prior to completion of ECH 390.
- Candidates will be required to have a 2.5 GPA for the program at the time they apply for the student teaching experience and prior to the approval of their student teaching experience.
- Pennsylvania candidates with Enrollment Agreements signed 7/1/2017 or later are required to have a minimum cumulative 3.0 GPA at the time they apply for the student teaching experience and prior to the approval of their student teaching experience.
- Guam candidates with Enrollment Agreements signed 7/1/2017 or later are required to have a minimum cumulative 2.7 GPA at the time they apply for the student teaching experience and prior to the approval of their student teaching experience.
- Georgia candidates who complete ECH 302 (or equivalent) after 5/1/2019, must earn a B or better to receive credit for the course.
- Georgia candidates who did not receive a C or better in the course prior to 5/1/2019 must retake ECH 302 with a grade of B or better to be eligible for the IR.

Minimum Grade Requirements for the BSED/ECH

- Candidates must earn a “B” or better in all student teaching courses in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course and/or student teaching: ECH 390, ECH 498, ECH 499, EED 496, ECH 496.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended and 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.
- Upon the successful completion of the Child Development Associate (CDA), Florida Department of Education Early Childhood Professional Certificate (ECPC), or the Florida Child Care Professional Credential (FCCPC) candidates transferring to University of Phoenix may waive 21 credits using the following coursework in the BSED/ECH program:
Arizona residents may waive SEI 300 and/or SEI 301 if they meet one of the following requirements:

- Completion of an Arizona Department of Education (ADE) approved SEI course(s) at an institution of higher education. Candidates who provide evidence of the completion of 3 credits of SEI coursework may waive SEI 300 with credit, and SEI 301 without credit. Candidates must complete RDG 350 (or equivalent) to make up the credit deficiency for SEI 301.

Candidates who provide evidence of 6 credits of SEI coursework may waive both SEI 300 and SEI 301 with credit.

- Completion of an Arizona Department of Education (ADE) approved district/individual trainer led workshop. Candidates who provide evidence of the completion of a state approved workshop that is 45 clock hours may waive SEI 300 with credit, and SEI 301 without credit. Candidates must complete RDG 350 (or equivalent) to make up the credit deficiency for SEI 301.

Candidates who provide evidence of the completion of a state approved workshop that is 90 clock hours may waive both SEI 300 and SEI 301 with credit.

- Verification of one of the following endorsements:
  - Arizona Full SEI Endorsement (SEI 300)
    Candidates who hold this endorsement may waive SEI 300 with credit, and SEI 301 without credit. Candidates must complete RDG 350 (or equivalent) to make up the credit deficiency for SEI 301.
  - Arizona English as a Second Language Endorsement (SEI 300 and SEI 301)
    Candidates who hold this endorsement may waive both SEI 300 and SEI 301 with credit.
  - 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation 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, EED 496, ECH 496

General Education Requirements for the BSED/ECCH

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
  Pathway A must include: 3 credits of College Composition
  Pathway B must include: 6 credits in college-level research and writing
  Mathematics Requirement(s) 12 credits
  6 credits must include MTH 213 and MTH 214
  Must include 6 credits of quantitative reasoning or higher
  Physical/Biological Science Requirement(s) 6 credits
  Effective for Residents of New Jersey with Enrollment Agreements signed 1/1/2020 or later: 3 credits must include SCI 220T (or equivalent)
  Social Studies Requirement(s) 9 credits
  3 credits must include ETH 120
  3 credits must include HIS 301
  Effective for Residents of Arizona, Missouri, New Jersey, New Mexico, and Texas with Enrollment Agreements signed 1/1/2020 or later: 3 credits must include HIS 210 (or equivalent)
  Fine Arts Requirement(s) 6 credits
  Art, music, drama or dance
  Humanities Requirement(s) 3 credits
  Pathway B must include: 3 credits in critical thinking
  Additional Liberal Arts Requirement(s) 9 credits
  With the exception of GEN 201, General Education and Elective course requirements may be satisfied using any of the following means:
  - University of Phoenix coursework
  - Activity that is acceptable in transfer to the University

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. 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. Students may use a 2 semester credit Constitution course to satisfy the HIS 301 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/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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

**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 "W"), the student will receive a grade of "F" for the course, they will be Scholastically Disqualified and they must repeat the course.
- Candidates must be enrolled in Early Childhood Student Teaching courses during their student teaching experience. Candidates who choose to postpone student teaching must postpone their enrollment in these courses.
- Student teaching can only be repeated one time.
- Removal from a placement at the request of an appointed administrator from the student teaching location or UOPX:
  - Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their student teaching course or while transitioning between their student teaching courses, will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Unapproved self-terminations of student teaching:
  - Student teachers that execute an unapproved self-termination of student teaching, prior to starting and posting attendance in their student teaching course or while transitioning between their student teaching courses, will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates who do not successfully complete their mid-term evaluation:
  - Candidates who do not successfully complete their mid-term evaluation will be withdrawn from their student teaching course, issued a grade of "F", and placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates that do not successfully complete a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, 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.

Single Placement: One Student Teaching Placement (Minimum of 12 weeks, state specific)
• Candidates enrolled in the BSEd/ECH program taking the Arizona Preferred Course sequence shall complete a single student teaching placement for a minimum of twelve (12) weeks in a grade no lower than Kindergarten, and within the grade span of the Early Childhood Education license being sought.

Even though the West Virginia license allows a K-4 grade span, West Virginia candidates shall complete clinical practice in a grade span of Kindergarten through third grade.

Prior to 09/01/2020, students taking the Arizona Preferred Course sequence were required to complete ECH 498 and ECH 499 student teaching courses. Students who completed ECH 498 prior to 01/01/2021 may complete ECH 499. Effective 01/01/2021, students taking the Arizona preferred course sequence shall take the ECH 496 student teaching course. ECH 498 and ECH 499 are the seminar courses corresponding with a dual placement and ECH 496 is the seminar course corresponding with a single placement.

• Candidates enrolled in the BSEd/ECH program who reside in edTPA consequential states (DE/NJ/TN/NC) shall complete a single student teaching placement for a minimum of twelve (12) weeks in a grade no lower than Kindergarten and within the grade span of the Early Childhood Education license being sought.

Dual Placement: Two Separate Student Teaching Experiences for a Total of Twelve (12) Weeks
• Hawaii, Montana, North Dakota, Nevada, and South Dakota candidates will complete two separate student teaching experiences for a total of twelve (12) weeks. Student teaching must include a minimum of six (6) weeks in a teaching setting serving children birth through preschool/pre-kindergarten and a minimum of six (6) weeks in a teaching setting serving children in kindergarten through Grade 3. The birth through preschool/pre-kindergarten student teaching site must be licensed by the Department of Health Services or regulated by tribal or military authorities.

Students with enrollment agreements signed prior to 02/01/21 shall have the option to complete either one twelve-week student teaching placement in a grade no lower than Kindergarten, and within the grade span of the Early Childhood Education license being sought OR two separate student teaching placements (Birth-Pre-K & K-3) as long as they are continuously enrolled. Continuous enrollment for the purposes of this policy refers to students with a positive recorded attendance in a program applicable course within 365 days.

South Dakota: Students must pursue licensure through reciprocity regardless of the placement option they complete.

North Dakota and Nevada: Students who complete one twelve-week single student teaching placement must pursue licensure through Reciprocity.

For students with enrollment agreements signed on or after 04/01/21:

Hawaii and Montana: Student shall complete one twelve-week single student teaching placement. Students can then pursue licensure through Direct Apply.

North Dakota, Nevada, and South Dakota: Students shall complete one twelve-week single student teaching placement. Students shall pursue licensure through Reciprocity.

• Students should complete student teaching within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project, or teacher performance assessment (depending on state of residency).
• Student teaching cannot be waived unless a documented exception exists in program policy. SAC appeals to waive student teaching will not be accepted.

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 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
• Candidates who have been out of attendance for more than one year and have completed all degree requirements except clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
• Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
• Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
• 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 program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
• Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.
• Georgia candidates who completed ECH 302 (or equivalent) prior to 5/1/2019 will not be eligible for an Institutional Recommendation (IR) unless they received a C or better in the course. Students must retake ECH 302 with a grade of B or better to be eligible for the IR.

Arizona Teaching Intern Certificate Route
The student teaching intern certificate is optional and is not a requirement for participation in clinical practice (student teaching). The certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate.

The requirements are:
• Verification of all program academic progression requirements
• Enrollment in the clinical practice course
• Completed coursework with a minimum GPA of 3.0
• Passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the teaching certificate the teacher candidate is pursuing
• A request for issuance of the student teaching intern certificate from the district superintendent or charter school superintendent and the EPP.
• University written supervision plan
Placement decisions of student teaching intern certificate holders shall only be based on collaborative agreements between the Arizona Department of Education and the Local Education Agency. A student teaching intern certificate holder may not teach in a special education classroom unless the certificate holder has a bachelor’s degree.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. **Note: This program is not eligible for Federal Student Financial Aid funds.

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 532 ..............................................................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 been admitted and officially evaluated into their UOPX previous pre-licensure program.
• All versions of the following University of Phoenix previous pre-licensure programs are eligible for admission to the BSED/ES:
  - BSEd/E
  - BSEd/E-MTH
  - BSEd/E-SOC
  - BSEd/E-SCI
  - BSEd/E-ELA
  - BSEd/ECH
  - BSLS
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.

**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.
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 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 Applicant 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 course work under Applicant 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 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. 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. The University is authorized under federal law to enroll nonimmigrant 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.

For applicants with academic records from colleges or universities earned outside of the US, the University will accept copies of academic records issued from international institutions to conduct a pre-evaluation. These are used 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 US must meet the University’s verification standards prior to rendering an official admission or transfer credit decision. Verification of previous academic credentials earned outside of the US can be satisfied by one of the following methods:

- Receipt and verification of official academic credentials issued directly to UOPX by the applicant’s previous institution;
- Receipt and verification of official academic credentials held in possession of the applicant as the official record of academic studies conducted in the applicant’s specific country;
- Receipt and verification of official correspondence issued directly to UOPX by the applicant’s previous institution indicating that copies of academic credentials and/or level study is valid;
- 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 Admissions and Evaluation.

For applicants with academic records from colleges or universities earned outside of the US with approved institutional accreditation, academic credentials will be subject to the same policies as credentials issued from a domestic institution.

Secondary completion credentials earned outside of the US are considered comparable to US secondary completion credentials and do not need to be validated unless required by the applicant’s state or jurisdiction.

If documents are issued to UOPX in a language other than English, the applicant will be required to obtain an official translation and submit it to UOPX. Translations must be completed and 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 Admissions and Evaluation at UOPX if translation services are provided for that specific language. The University is authorized under federal law to enroll nonimmigrant students in a program of study only if they meet all the following requirements:

- If residing in the US, have an appropriate immigrant or nonimmigrant status that does not prohibit educational studies;
- Graduate applicants must have a pre-evaluation completed by the Office of Admissions and Evaluation indicating that the applicant has the appropriate academic background to meet admission requirements;
- Must satisfy all other program-specific admission requirements. Applicants who have earned an undergraduate degree, or other transfer credit, from an institution outside of the US, but who have earned a master’s degree from a college or university with approved institutional accreditation are eligible to enroll with the University at the graduate level. All program-specific admission requirements must have been satisfied by the master’s degree.
grant applicants. UOPX only issues Forms I-20/A-B to border commuters and approved doctoral applicants during their residency in the US. Form I-20/A-B is required by applicants who need to obtain F-1 (Student) visas to attend school in the US. The University is only authorized to issue the I-20 for applicants who will attend specific campus locations and programs recorded with the Department of Homeland Security.

Admission of international applicants will only be made as permitted by US law. UOPX will not admit a resident of, or individual located in, a country that is subject to any of the sanctions programs administered by the US Office of Foreign Assets Control ("OFAC") or any individual that has been designated a: Specially Designated National ("SDN"), Foreign Sanctions Evader ("FSE"), Blocked Person, Denied Person or other similar classification, as defined by US Law. For purposes of this policy an international applicant is defined as a non-US citizen or an applicant with a non-US (including US territories) address. Applicants fitting this definition must complete an International Student Acknowledgement, which includes consent for background screening and the applicant’s consent to allow the University to process the applicant’s personal information.

University of Phoenix does not market its educational services to individuals in certain countries. Individuals who reside in such jurisdictions will not be enrolled or admitted unless they are a US citizen or are affiliated with the US Military, subject to OFAC (Office of Foreign Assets Control) restrictions.

All academic credentials sent to UOPX will become the possession of UOPX and will not be returned to applicants unless prior approval was granted by the Office of Admission and Evaluation.

Admission Deadlines
University of Phoenix (UOPX) cannot guarantee that students who begin coursework will be admitted to their degree or credit-bearing certificate program. Students in all programs must be officially admitted by the completion of their fourth UOPX course. Students who are unable to be admitted by the completion of their fourth UOPX course will be administratively withdrawn from the University and placed in Admission Deadline Exceeded (DE) admission status.

Admissions Appeal Process for Expelled Students
Expelled students are not eligible for admission to University of Phoenix (UOPX).

- No appeals will be accepted for students expelled from UOPX.
- 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 Admission Application 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 undisclosed institution.

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.
  - 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.
  - 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.
  - 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.

- 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 college or university with approved institutional accreditation 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.
Students who have been expelled from University of Phoenix

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 attend campuses located in the states listed below are required to submit immunization information to the University. These state requirements must be completed and sent to Office of Admissions and Evaluation.

- 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.
- Unless excused because of religious belief or medical condition, students attending a physical campus in Nevada are required to submit to the University proof of immunity to Tetanus, Diphtheria (Td or Tdap), and Measles, Mumps, Rubella (MMR). Students under 23 years of age and having fewer than 24 credits must also submit to the University proof of immunity against Meningitis; vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MenACWY) on or after age 16 will satisfy this requirement.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1979, be immunized for Varicella (Chickenpox). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

As an exception, a signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination.

For enrollments effective on or after July 1, 2020 Tetanus, Diphtheria, Pertussis (Tdap): The Hawaii State Department of Health requires that all students attending school at a campus in this state be immunized for Tetanus Diphtheria, and Pertussis (TDAP). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

Exemptions from the MMR, Varicella, and Tdap immunization requirements may be granted for the following reasons:
- A medical exemption may be granted to specific vaccines.
- A US 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.
- A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization. Requests for religious exemptions based on exemptions to specific immunizing agents will not be granted.
- 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 Hawaii must present a TB Clearance form prior to the first night of class or the student will not be permitted to attend class. Students may submit a copy of their TB Clearance form prior to their attendance at another Hawaii post-secondary school.
Program Length

The anticipated "normal time" to complete a master level program is as follows: Education - 71 to 92 weeks, Health Professions (single degree) - 87 to 102 weeks, Health Professions (dual degree) - 117 to 147 weeks, Nursing (single degree) - 92 to 100 weeks, Nursing (MSN/FNP) - 165 weeks, Nursing (dual degree) - 140 to 164 weeks, Social and Behavioral Sciences (Criminal Justice, Psychology, Public Administration) - 72 to 114 weeks, Social and Behavioral Sciences (Counseling) - 132 to 179 weeks, Business and Information Technology - 84 to 102 weeks, Business and Information Technology (Competency Based) - 48 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.
The College of Social and Behavioral Sciences offers undergraduate and graduate degree programs in a number of diverse academic areas including counseling, psychology, social work, criminal justice and security, and public administration. The College provides innovative, relevant, and student-focused educational programs designed to prepare students for opportunities of service and leadership in the fields of social and behavioral sciences. These programs are developed and taught by highly skilled practitioners in their respective fields who emphasize knowledge, skills, dispositions, and lifelong learning as essential elements for professional practice. Through individual and collaborative work in theory and practice, students can acquire the knowledge and skills needed for today’s work 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Counseling Clinical Mental Health Counseling is a 60-63 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 clinical mental health 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.

**Program Purpose**

The Master of Science in Counseling Clinical Mental Health Counseling program prepares students for licensure as a professional counselor in jurisdictions where it is offered. 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. Students should ensure they stay updated on the licensure requirements in any state in which the student desires to practice. Review state licensure requirements at https://www.phoenix.edu/colleges/colleges-of-humanities-and-sciences/state-requirements.html

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 develop a professional identity as an advocate and steward for the counseling profession.
- Social and Cultural Diversity: Students will integrate social and cultural diversity competencies into their practice as a professional counselor.
- Human and Growth Development: Students will integrate human growth and development theories and principles into their counseling practices.
- Career Development: Students will integrate career development theories and principles into their counseling practices.
- Counseling and Helping Relationships: Students will integrate counseling theories, models, and techniques into their counseling practices.
- Group Counseling and Group Work: Students will integrate group counseling theories and practices into their counseling practices.
- Assessment and Testing: Students will execute counseling assessment and testing processes and procedures to guide their practice as a mental health counselor.
- Research and Program Evaluation: Students will evaluate research and programs to inform counseling practice.

**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).

**Counseling Fundamentals, 13 total credits**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCMH 502</td>
<td>Graduate Portfolio</td>
<td>0 credits</td>
</tr>
<tr>
<td>CCMH 504</td>
<td>Introduction to Clinical Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 506</td>
<td>Personality Theories and Counseling Models</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 515</td>
<td>Legal, Ethical, and Professional Issues in Counseling</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 510</td>
<td>Multi-Cultural Issues in Mental Health Counseling</td>
<td>3 credits</td>
</tr>
<tr>
<td>CNSL 503R</td>
<td>Residency I</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

**Counseling Skills, 19 total credits**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCMH 525</td>
<td>Research Methods for Mental Health Counselors</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 535</td>
<td>Psychometrics</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 544</td>
<td>Introduction to Clinical Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 548</td>
<td>Psychopathology: Advanced Clinical Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 551</td>
<td>Individual Counseling</td>
<td>3 credits</td>
</tr>
<tr>
<td>CCMH 558</td>
<td>Crisis Intervention and Trauma</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Successful completion of CCMH 502, Graduate Portfolio. 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 CCMH 502. A student failing CCMH 502 on the second attempt, must wait 6 months before reapplying. Passing CCMH 502 is limited to a total of three attempts.

Degree Requirements for the MSC/CCMH
- Completion of a minimum of 60 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: CCMH 592, CCMH 597A, CCMH 597B
- 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 taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
Students must successfully complete CNSL 503R Graduate Portfolio Residency 1 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 and will be required to follow the Supplemental Standards referral process. 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 who fail to meet the minimum grade requirement for CNSL 513R, CNSL 523R, CCMH 592, CCMH 597 A, and CCMH 597B will be required to follow the Supplemental Standards referral process. Residencies and Clinical Placements are key components of the MSC/CCMH program and failure to meet the minimum grade requirement will require a robust remediation plan with input from a college designee.

Students in the College of Social and Behavioral Sciences 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation, or that is a candidate for accreditation.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B-" 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 502, CCMH 544, CCMH 548, CCMH 592, CCMH 597 A, CCMH 597 B, CNSL 503R, CNSL 513R, and CNSL 523R

Re-entry for the MSC/CCMH

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center (SAC).
- No appeals will be accepted for re-entry to an expired program.

Master of Science in Counseling Clinical Mental Health Counseling (California)

The Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program meets the California Licensed Professional Clinical Counselor (LPCC) educational requirements for registration with the Board of Behavioral Sciences (BBS) as an Associate Professional Clinical Counselor (APCC). Upon successful completion of all educational requirements and required postgraduate supervised clinical hours, graduates are eligible to sit for LPCC licensure exam in California. Students should ensure they stay updated on the licensure requirements in any state in which the student desires to practice. Review state licensure requirements at https://www.phoenix.edu/colleges/class-of-humanities-and-sciences/state-requirements.html

Program Purpose

The Master of Science in Counseling/Clinical Mental Health Counseling program 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 clinical mental health 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 develop a professional identity as an advocate and steward for the counseling profession.
- Social and Cultural Diversity: Students will integrate social and cultural diversity competencies into their practice as a professional counselor.
- Human and Growth Development: Students will integrate human growth and development theories and principles into their counseling practices.
- Career Development: Students will integrate career development theories and principles into their counseling practices.
• Counseling and Helping Relationships: Students will integrate counseling theories, models, and techniques into their counseling practices.
• Group Counseling and Group Work: Students will integrate group counseling theories and practices into their counseling practices.
• Assessment and Testing: Students will execute counseling assessment and testing processes and procedures to guide their practice as a clinical mental health counselor.
• Research and Program Evaluation: Students will evaluate research and programs to inform counseling practice.

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).

Counseling Fundamentals, 13 total credits
CCMH 502 ................................................................. 0 credits
Graduate Portfolio
CCMH 504 ~ ................................................................ 3 credits
Individual and Family Development Across the Life Span
CCMH 506 ................................................................. 3 credits
Personality Theories and Counseling Models
CCMH 515CA ~ ......................................................... 3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 510CA ~ ......................................................... 3 credits
Multi-Cultural Issues in Mental Health Counseling
CNSL 503R ~ ............................................................ 1 credit
Residency I

Counseling Skills, 19 total credits
CCMH 525 .................................................................... 3 credits
Research Methods for Mental Health Counselors
CCMH 535 ~ ................................................................. 3 credits
Psychometrics
CCMH 544 ~ ................................................................. 3 credits
Introduction to Clinical Assessment
CCMH 548 .................................................................... 3 credits
Psychopathology: Advanced Clinical Assessment
CCMH 551 .................................................................... 3 credits
Individual Counseling
CCMH 558 .................................................................... 3 credits
Crisis Intervention and Trauma
CNSL 513R ~ ............................................................ 1 credit
Residency II

Counseling Specialties, 19 total credits
CMHC 551 .................................................................... 3 credits
Human Sexuality and Sex Therapy
CCMH 522 ~ ................................................................. 3 credits
Psychopharmacology
CCMH 540 ~ ................................................................. 3 credits
Career and Vocational Counseling
CCMH 561 .................................................................... 3 credits
Dependency and Addictions
CCMH 565 .................................................................... 3 credits
Family, Couple, and Child Counseling

CCMH 568 ~ ................................................................. 3 credits
Group Counseling
CNSL 523R ~ ................................................................. 1 credit
Residency III

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 or higher from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• A signed Criminal Conviction Disclosure Form.
• A signed Professional Counseling Non-Academic Requirement Addendum Form.
• Successful completion of CCMH 502, Graduate Portfolio. 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 CCMH 502. A student failing CCMH 502 on the second attempt, must wait 6 months before reapplying. Passing CCMH 502 is limited to a total of three attempts.

Degree Requirements for the MSC/CCMH
• Completion of a minimum of 60 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. 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

• 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 taken the following steps:
  • Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

• 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 and will be required to follow the Supplemental Standards referral process. 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 who fail to meet the minimum grade requirement for CNSL 513R, CNSL 523R, CCMH 592, CCMH 597A, and CCMH 597B will be required to follow the Supplemental Standards referral process. Residencies and Clinical Placements are key components of the MSC/CCMH program and failure to meet the minimum grade requirement will require a robust remediation plan with input from a college designee.

• Students in the College of Social and Behavioral Sciences 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
  • The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B−” 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 502, CCMH 510CA, CCMH 515CA, CCMH 544, CCMH 548, CCMH 592, CCMH 597A, CCMH 597B, CNSL 503R, CNSL 513R, and CNSL 523R

**Re-entry for the MSC/CCMH**

• 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.

• Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center (SAC).

• No appeals will be accepted for re-entry to an expired program.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Counseling Clinical Mental Health Counseling is a 60-63 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 clinical mental health 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.

Program Purpose

The Master of Science in Counseling/Clinical Mental Health Counseling program prepares students for licensure as a professional counselor in jurisdictions where it is offered. 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. Students should ensure they stay updated on the licensure requirements in any state in which the student desires to practice. Review state licensure requirements at https://www.phoenix.edu/colleges/college-of-humanities-and-sciences/state-requirements.html

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 develop a professional identity as an advocate and steward for the counseling profession.
- Social and Cultural Diversity: Students will integrate social and cultural diversity competencies into their practice as a professional counselor.
- Human and Growth Development: Students will integrate human growth and development theories and principles into their counseling practices.
- Career Development: Students will integrate career development theories and principles into their counseling practices.
- Counseling and Helping Relationships: Students will integrate counseling theories, models, and techniques into their counseling practices.
- Group Counseling and Group Work: Students will integrate group counseling theories and practices into their counseling practices.
- Assessment and Testing: Students will execute counseling assessment and testing processes and procedures to guide their practice as a clinical mental health counselor.
- Research and Program Evaluation: Students will evaluate research and programs to inform counseling practice

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).

Counseling Fundamentals, 13 total credits

<table>
<thead>
<tr>
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<tr>
<td>CCMH 502</td>
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<td>CCMH 504</td>
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<tr>
<td>Individual and Family Development Across the Life Span</td>
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<tr>
<td>CCMH 506</td>
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<tr>
<td>Personality Theories and Counseling Models</td>
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<td>CCMH 515</td>
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<td>Legal, Ethical, and Professional Issues in Counseling</td>
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<td>CCMH 510</td>
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<tr>
<td>Multi-Cultural Issues in Mental Health Counseling</td>
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<td>CNSL 503R</td>
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Residency I

Counseling Skills, 19 total credits

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<td>CCMH 525</td>
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<tr>
<td>Research Methods for Mental Health Counselors</td>
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<tr>
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<td>Psychometrics</td>
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<td>CCMH 544</td>
<td>3</td>
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<td>Introduction to Clinical Assessment</td>
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<td>CCMH 548</td>
<td>3</td>
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<tr>
<td>Psychopathology: Advanced Clinical Assessment</td>
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<td>CCMH 551</td>
<td>3</td>
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<tr>
<td>Individual Counseling</td>
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<td>CCMH 558</td>
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<td>Crisis Intervention and Trauma</td>
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Residency II

Counseling Specialties, 19 total credits

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<tr>
<td>CMHC 551</td>
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<td>Human Sexuality and Sex Therapy</td>
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<td>CCMH 522</td>
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<tr>
<td>Psychopharmacology</td>
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<td>CCMH 540</td>
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<td>Career and Vocational Counseling</td>
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<td>CCMH 561</td>
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<td>Dependency and Addictions</td>
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<td>CCMH 565</td>
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<td>Family, Couple, and Child Counseling</td>
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<td>CCMH 568</td>
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<td>Group Counseling</td>
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<tr>
<td>CNSL 523R</td>
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</table>

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 or higher from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• A signed Criminal Conviction Disclosure Form.
• A signed Professional Counseling Non-Academic Requirement Addendum Form
• Successful completion of CCMH 502, Graduate Portfolio. 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 CCMH 502. A student failing CCMH 502 on the second attempt, must wait 6 months before reapplying. Passing CCMH 502 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 on a capstone 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.

Academic Progression Requirements for the MSC/CCMH
• Completion of Internship (900 hours) and Practicum (100 hours).
• The diploma awarded for this program will read as: Master of Science in Counseling Clinical Mental Health Counseling

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 taken the following steps:
  • Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
• 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 one (1) semester and will be required to follow the Supplemental Standards referral process. 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 who fail to meet the minimum grade requirement for CNSL 513R, CNSL 523R, CCMH 592, CCMH 597A, CCMH 597B and CCMH 597C will be required to follow the Supplemental Standards referral process. Residencies and Clinical Placements are key components of the MSC/CCMH program and failure to meet the minimum grade requirement will require a robust remediation plan with input from a college designee.
- Students in the College of Social and Behavioral Sciences 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B-” 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 502, CCMH 544, CCMH 548, CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C, CNSL 503R, CNSL 513R, and CNSL 523R

### Re-entry for the MSC/CCMH

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center (SAC).
- No appeals will be accepted for re-entry to an expired program.

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### 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

#### 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 and Behavioral 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).

COM 600 ................................................................. 3 credits
Communication Skills for Graduate Study

PSYCH 600 ~ ......................................................... 3 credits
Developmental Psychology

PSYCH 630 ~ ......................................................... 3 credits
Physiological Psychology

PSYCH 645 ~ ......................................................... 3 credits
Personality Theories

PSYCH 640 ~ ......................................................... 3 credits
Cognitive Psychology

PSYCH 635 ~ ......................................................... 3 credits
Psychology of Learning

PSYCH 620 ~ ......................................................... 3 credits
Multicultural and Social Issues in Psychology

PSYCH 660 ~ ......................................................... 3 credits
Ethics and Professional Issues

PSYCH 610 ~ ......................................................... 3 credits
Research Methods in Psychology

PSYCH 625 ~ ......................................................... 3 credits
Statistics for the Behavior Sciences

PSYCH 655 ~ ......................................................... 3 credits
Psychometrics

PSYCH 650 ~ ......................................................... 3 credits
Psychopathology

PSYCH 665 ~ ......................................................... 3 credits
Integrative Capstone: Psychology Past and Present

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.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must include with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students in this program may waive a maximum of 9 credits from their required course of study.

The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.

Additional Admission Requirements for the MSP
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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 and Behavioral 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).

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<tr>
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<td>PSYCH 600</td>
<td>Communication Skills for Graduate Study</td>
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<td>PSYCH 630</td>
<td>Developmental Psychology</td>
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<td>PSYCH 640</td>
<td>Personality Theories</td>
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<td>PSYCH 645</td>
<td>Psychological Psychology</td>
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<td>PSYCH 646</td>
<td>Research Methods in Psychology</td>
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<td>PSYCH 647</td>
<td>Multicultural and Social Issues in Psychology</td>
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<td>PSYCH 650</td>
<td>Psychopathology</td>
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<td>Statistics for the Behavior Sciences</td>
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<td>PSYCH 655</td>
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<td>PSYCH 656</td>
<td>Psychopathology</td>
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<tr>
<td>PSYCH 659</td>
<td>Introduction to Industrial/Organizational Psychology</td>
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<td>PSYCH 660</td>
<td>Personnel Psychology</td>
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<td>PSYCH 661</td>
<td>Human Performance, Assessment, and Feedback</td>
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<td>PSYCH 665</td>
<td>Work Motivation and Job Attitudes</td>
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<tr>
<td>PSYCH 666</td>
<td>Integrative Capstone: Psychology Past and Present</td>
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Additional Admission Requirements for the MSP/I-O
All applicants are expected to meet the following admissions requirements:

• An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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

**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.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 9 credits from their required course of study. The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Master of Science/Administration of Justice and Security**

The following Master of Science/Administration of Justice and Security (MS/AJS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

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.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 analyze, develop, and integrate ethical principles and administrative responsibilities common to criminal justice and security; focusing on organizational communication, productivity, service, and leadership.
- Students will demonstrate critical thinking, research and problem solving techniques that blend industry theory with practical application within diverse criminal justice and security settings.
• Students will demonstrate written and oral communication skills consistent with effective team building and collaborative leadership skills for a dynamic and increasingly inter-operative criminal justice and security industry.

• Students will gain knowledge in strategic risk analysis and mitigation, financial planning and technological advancements.

• Students will apply program and policy development from a legal, criminal justice and security perspective.

**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 ................................................................. 1 credit

Intro to Graduate Study in Criminal Justice and Security

AJS 504 ................................................................. 3 credits

Survey of Justice and Security

AJS 514 ~ ............................................................... 3 credits

Criminological Theory

AJS 524 ~ ............................................................... 3 credits

Cybercrime and Information Systems Security

AJS 534 ~ ............................................................... 3 credits

Organizational Administration in Justice and Security

AJS 544 ~ ............................................................... 3 credits

Ethics in Justice and Security

AJS 554 ~ ............................................................... 3 credits

Concepts of Physical and Personal Security

AJS 564 ~ ............................................................... 3 credits

Management of Institutional Risk and Critical Incident Management

AJS 574 ~ ............................................................... 3 credits

Finance and Budgeting in Justice and Security

AJS 583 ~ ............................................................... 3 credits

Legal Issues in Justice and Security

AJS 584 ~ ............................................................... 3 credits

Forensic Science and Psychological Profiling

AJS 586 ~ ............................................................... 3 credits

Public Policy Issues

AJS 594 ~ ............................................................... 3 credits

Program Development and Evaluation

The University reserves the right to modify the required course of study.

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 security and 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 security and 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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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.

• 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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).

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Social and Behavioral 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 knowledge of leadership, communication, organizational, and behavioral theories and concepts in the management of public service organization
- Students will attain knowledge concerning how to apply finance, budgeting, economic and accounting theories and principles in the management of public service organizations.
- Students can apply research and analysis techniques to monitor, evaluate, and measure the effects of public service organization regulations, programs, and policies.
- Students can apply policymaking theories, strategic analysis and planning techniques in the ethical problem solving and decision-making processes.
- Students will gain knowledge in how to analyze the effect of political, social, and cultural environments in the management of public service organizations, programs, and policies.
Additional Admission Requirements for the MPA

An undergraduate degree or higher from a college or university, and 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. 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.
- 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
  - 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.
- Students in this program may waive a maximum of 9 credits from their required course of study.
- The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original program level version only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
Consistent with the values, mission, and purpose of the University of Phoenix, the College of Business and Information Technology mission is to provide innovative, industry-relevant, and accessible higher education that prepares learners to be competent, responsible and ethical practitioners and leaders for career success. Our goal is to make a difference in the lives of our students and their organizations. Through its integrated network of faculty, staff, and business and IT collaborators, the College of Business and Information Technology will be a preferred source for finding and developing emerging leaders for organizations through the delivery of real-time education solutions that are relevant and immediately applicable to solving business challenges. The College of Business and Information Technology adheres to values that are consistent with the University’s values of Brave, Honest, and Focused. We believe that every staff and faculty member should have a commitment to learning, intellectual diversity, embracing innovation and improving society. We should empower excellence while acting with integrity, and treating others as we would like to be treated.

**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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 designed for students with an interest in entering or advancing their careers in business. The program reflects current research of leadership competencies as well as graduate business standards as reflected by existing international accreditation agencies. In addition to the University learning goals, the MBA program prepares students to do the following:

- Recognize and solve problems systematically to make better business decisions.
- Manage, develop, and motivate personnel to meet changing organizational needs. Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
- Leverage technology in a global environment to create sustainable competitive advantage.
- Evaluate risks and develop plans to lessen or eliminate their impact.
- Develop awareness of one’s own personal values and how they affect business decision making.
- Assess whether an organization’s plans and actions are aligned to meet its values.
- Integrate knowledge and reach decisions with incomplete or limited information.
- Understand a broad range of theoretical and practical applications in business.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Integrate decision-making skills to solve complex organizational problems.
- Recognize and solve problems systematically to make better business decisions.
- Evaluate risks and develop plans to lessen or eliminate their impact.
- Integrate knowledge and reach decisions with incomplete or limited information.
- Apply a broad range of theoretical and practical applications to business.
- Create strategies for business growth based on an organization’s mission, vision, and values.
- Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
- Develop awareness of one’s own personal values and how they affect business decision making.
- Assess whether an organization’s plans and actions are aligned to meet its values.
- Apply a broad range of theoretical and practical applications to business.
- Synthesize leadership skills to foster innovation and facilitate change in a dynamic business environment.
- Manage, develop, and motivate personnel to meet changing organizational needs.
- Apply a broad range of theoretical and practical applications to business.
- Evaluate the global/external environment to sustain an organization’s competitive advantage.
- Leverage technology in a global environment to create sustainable competitive advantage.
- Apply a broad range of theoretical and practical applications to business.
- Integrate managerial skills to address the needs of a rapidly changing business environment.
MBA Program Category Requirements 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).

Tier 1: Awareness, 15 total credits

Core Knowledge and Skill Development

- MGT 526 ................................................................. 3 credits
- Managing in a Changing Environment
- ORG 535 ............................................................. 3 credits
- People and Organizations
- LDR 535 ............................................................... 3 credits
- Leading Change
- ECO 535 ............................................................. 3 credits
- The Digital Economy
- ACC 543 ............................................................. 3 credits
- Managerial Accounting & Legal Aspects of Business
- Tier 2: Create and Innovate, 18 total credits

Business Plan Dev. (Ability)

- FIN 571 ................................................................. 3 credits
- Corporate Finance
- DAT 565 ............................................................. 3 credits
- Data Analysis and Business Analytics
- OPS 574 ............................................................. 3 credits
- Creating Value Through Operations
- MKT 574 ............................................................. 3 credits
- Marketing: Social, Mobile, and Analytics
- DAT 565 ............................................................. 3 credits
- Opportunity Evaluation and Value Creation
- STR 581 ............................................................. 3 credits
- Strategic Planning & Implementation

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MBA

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LL.M). 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated in cumulative GPA for admissibility.

Degree Requirements for the MBA

The degree requirements for this program are the following:

- Completion of a minimum of 33 credits.
- A minimum GPA of 3.0.
- Students must take courses within a sequence specified by course prerequisite requirements.

The diploma awarded for this program will read as: Master of Business Administration

Academic Progression Requirements for the MBA

- Managing within a Changing Environment (MGT 526) must be taken as the first core course in the program.
- 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 24 graduate level credits at the University.
- Students in this program may waive a maximum of 9 credits from their required course of study.
- Students who are pursuing multiple UOPX degrees must complete 30 unique credits within the MBA 024 program to satisfy residency for MBA degree conferral.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.

- Upon approval by the College of Business and Information Technology, students may be able to waive certain Tier I courses outside of standard course waiver policy requirements through an approved Graduate PLA Package.
- The following courses may not be waived: MGT 526, STR 581
- The College of Doctoral Studies offers a pathway 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 who cannot complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Master of Business Administration (Competency Based)

The following Master of Business Administration (Competency Based) (MBA-CB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 designed for students with an interest in entering or advancing their careers in business. The program reflects current research of leadership competencies as well as graduate business standards as reflected by existing international accreditation agencies. In addition to the University learning goals, the MBA program prepares students to do the following:

- Recognize and solve problems systematically to make better business decisions.
- Manage, develop, and motivate personnel to meet changing organizational needs. Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
- Leverage technology in a global environment to create sustainable competitive advantage.
- Evaluate risks and develop plans to lessen or eliminate their impact.
- Develop awareness of one’s own personal values and how they affect business decision making.
- Assess whether an organization’s plans and actions are aligned to meet its values.
- Integrate knowledge and reach decisions with incomplete or limited information.
- Understand a broad range of theoretical and practical applications in business.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Integrate decision-making skills to solve complex organizational problems.
  - Recognize and solve problems systematically to make better business decisions.
  - Evaluate risks and develop plans to lessen or eliminate their impact.
  - Integrate knowledge and reach decisions with incomplete or limited information.
  - Apply a broad range of theoretical and practical applications to business.
- Create strategies for business growth based on an organization’s mission, vision, and values.
  - Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
  - Develop awareness of one’s own personal values and how they affect business decision making.
  - Assess whether an organization’s plans and actions are aligned to meet its values.
  - Apply a broad range of theoretical and practical applications to business.
- Synthesize leadership skills to foster innovation and facilitate change in a dynamic business environment.
  - Manage, develop, and motivate personnel to meet changing organizational needs.
  - Apply a broad range of theoretical and practical applications to business.
- Evaluate the global/external environment to sustain an organization’s competitive advantage.
  - Leverage technology in a global environment to create sustainable competitive advantage.
• Apply a broad range of theoretical and practical applications to business.
• Integrate managerial skills to address the needs of a rapidly changing business environment.

**MBA-CB Domains and 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).

All required domains, course clusters, and competencies must be completed at UOPX to be eligible for degree conferral.

**Domain: Management and Leadership Skills**
- MGTB 526: Managing in a Changing Environment
- ORGB 535: People and Organizations
- LDRCB 535: Leading Change

**Domain: Business Functional Skills**
- EOCB 535: The Digital Economy
- ACCB 543: Managerial Accounting & Legal Aspects of Business
- FINCB 571: Corporate Finance
- MKTBC 574: Marketing: Social, Mobile, and Analytics
- DATCB 565: Creating Value Through Operations

**Domain: Business Technical Skills**
- OPCS 574: Data Analysis and Business Analytics
- DATCB 565: Creating Value Through Operations

**Domain: Business Strategic Skills**
- MGTB 576: Opportunity Evaluation and Value Creation
- STRCB 581: Strategic Planning & Implementation

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MBA-CB**

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree, or higher, in business or business management from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated in cumulative GPA for admissibility.

• Applicants must have three years of experience in a business environment.

• Signed Hardware/Software Agreement

**Degree Completion Requirements for the MBA-CB**

• A grade of Met (ME) or better is required for each competency in each course cluster.

• Completion of 33 credits consisting of 11 different course clusters.

• Successful completion of the Strategic Planning and Implementation Project.

• The diploma awarded for this program will read as: Master of Business Administration

**Academic Progression Requirements for the MBA-CB**

Students are recommended to complete Competency-Based Education New Student Orientation prior to beginning work in their first group of CBE courses and will have access to this orientation throughout the duration of their first group of scheduled courses.

• Students may pursue any grouping of course clusters (excluding STRCB 581) without following a preferred sequence.

• Strategic Planning & Implementation (STRCB 581) may not be pursued until a student has satisfied at least 21 credits.

**Minimum Grade Requirements for the MBA-CB**

A grade of Met (ME) or better is required for all competencies in every course.

Students will be placed on Scholastic Probation (SP) program academic status if a grade of NM is earned in a course. If a student repeats a course due to receiving a NM grade and receives a grade of NM on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program. Scholastic Suspension student academic status will be effective as of the latest course end date of any courses the student is concurrently enrolled in at the time the NM grade posts in the repeated course. Students who have been placed on SP status:

• must retake the course to be repeated at the earliest available scheduling opportunity

Note: The earliest available scheduling opportunity is the soonest feasible opportunity for the student to take the repeat course, without requiring the student to drop a course in which attendance has been met. Retake course scheduling opportunities are ranked in preferred order below:

• If the student is going to earn a NM grade because they have failed the final attempt at a competency during the course (i.e. before the course end date), the repeat course should be scheduled in place of a course in the next scheduled block, before the start date for that block of courses.

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Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

No appeals will be accepted for re-entry to an expired program.

Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Student will synthesize management functions to support attainment of goals in a variety of organizations.
- Students will align strategic management competencies with organizational needs to foster innovation and facilitate change within dynamic business environments.
- Students will synthesize leadership skills to support strategic execution in rapidly changing business environments.
- Students will evaluate business research and analytics to support accountability in planning and decision-making in a variety of business environments.
- Students will integrate business law, regulations, and ethics in the management of diverse organizations.
Prerequisites for the MM

An undergraduate degree or higher from a college or university

Innovation and Design: Capstone Project
Staffing, Leading and Controlling for Agile Environments
Marketing Strategy
Planning and Organizing for Success
Data Analysis and Business Analytics
Corporate Finance
Application Implementation (Ability), 18 total credits
Tier 2: Application

Business Law

Tier 1: Foundational

Foundational Knowledge and Skill Advancement, 15 total credits
MGT 526 ~.................................................................3 credits
Managing in a Changing Environment
ENT 527 ~.................................................................3 credits
Opportunity Assessment and Innovation
LDR 535 *...............................................................3 credits
Leading Change
COM 539 ~.................................................................3 credits
Communications: Selling and Customer Engagement
LAW 531 ~ .................................................................3 credits

Degree Requirements for the MM

The degree requirements for this program are the following:

- Completion of a minimum of 33 credits.
- A minimum GPA of 3.0.
- Students must take courses within a sequence specified by course prerequisite requirements.
- The diploma awarded for this program will read as: Master of Management

Academic Progression for the MM

- Managing within a Changing Environment (MGT 526) must be taken as the first core course in the program.
- Innovation and Design: Capstone Project (ENT 588 or an alternative strategy course) must be taken as the last core course in the program.

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 24 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.

Students who are pursuing multiple UOPX degrees must complete 24 unique credits within the MM program to satisfy residency for MM degree conferral.

Upon approval by the College of Business and Information Technology, students may be able to waive certain Tier I courses outside of standard course waiver policy requirements through an approved Graduate PLA Package.

Students in this program may waive a maximum of 9 credits from their required course of study.

The following course(s) may not be waived: ENT 588, MGT 526

The College of Doctoral Studies offers a pathway 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 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.
• Any student in a competency-based education (CBE) program is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Information Systems (MIS) program provides students with knowledge of how IT leads and supports businesses today. Graduate students learn key theories and principles for how to address real world business opportunities and challenges. Key concepts include how to lead IT development, projects and initiatives as well as addressing technical debt while managing IT operations and innovation.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.
• Design information systems that addresses the needs of an organization and considers emerging technologies.

• Create an effective IT plan required for key roles, resources, operational metrics, and risk responses needed to maintain information systems within an organization.
• Develop methods to drive innovation and change management to support growth within an organization.
• Construct a plan to meet the regulatory, compliance and security issues within an organization.

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). Tier 1: Information Systems Technology Core Knowledge, 18 total credits
CMGT 545 ................................................................. 3 credits
Influence and Leadership in Tech
CMGT 554 ~ ........................................................... 3 credits
IT Infrastructure
CMGT 555 ~ ........................................................... 3 credits
Systems Analysis and Development
CMGT 556 ................................................................. 3 credits
Enterprise Models
CMGT 575 ~ ........................................................... 3 credits
CIS Project Management
CMGT 558 ~ ........................................................... 3 credits
Strategic Management of Technology and Innovation

Tier 2: Information Systems Management & Strategy, 18 total credits
CMGT 582 ~ ........................................................... 3 credits
Security & Ethics
BAS 551 ~ ............................................................... 3 credits
IT Architecture in the Age of Cloud
CMGT 578 ~ ........................................................... 3 credits
CIS Strategic Planning
DAT 565 ~ ............................................................... 3 credits
Data Analysis and Business Analytics
CMGT 559 ................................................................. 3 credits
Managing Risk and Security vs Opportunity
CMGT 583 ~ ........................................................... 3 credits
IS Integration

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MIS
• An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission.

Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
Signed Hardware/Software Agreement

Degree Requirements for the MIS

- Completion of a minimum of 36 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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 12 credits from their required course of study.

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Master of Information Systems (Competency Based)

The following Master of Information Systems (Competency Based) (MIS-CB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Information Systems (MIS) program provides students with knowledge of how IT leads and supports businesses today. Graduate students learn key theories and principles for how to address real world business opportunities and challenges. Key concepts include how to lead IT development, projects and initiatives as well as addressing technical debt while managing IT operations and innovation.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Design information systems that addresses the needs of an organization and considers emerging technologies.
- Create an effective IT plan required for key roles, resources, operational metrics, and risk responses needed to maintain information systems within an organization.
- Develop methods to drive innovation and change management to support growth within an organization.
- Students create the vision, direction and strategic purpose of an information systems project that supports the needs of an organization.
- Students construct a plan to meet the regulatory, compliance and security issues within an organization.

MIS-CB Domains and 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).

All required domains, courses, and associated competencies must be completed at UOPX to be eligible for degree conferral.

Domain: IT Systems Architecture

- CMGTCB 554...........................................................................3 credits
  IT Infrastructure
- CMGTCB 555...........................................................................3 credits
  Systems Analysis and Development
- CMGTCB 556...........................................................................3 credits
  Enterprise Models
- BSACB 531...........................................................................3 credits
  IT Architecture in the Age of Cloud
Domain: IT Leadership and Management
CMGTCB 545 ................................................................. 3 credits
Influence and Leadership in Technology
CMGTCB 575 ................................................................. 3 credits
CIS Project Management
CMGTCB 558 ................................................................. 3 credits
Strategic Management of Technology and Innovation
CMGTCB 578 ................................................................. 3 credits
CIS Strategic Planning

Domain: IT Security and Integration
CMGTCB 582 ................................................................. 3 credits
Security and Ethics
DATCB 565 ................................................................. 3 credits
Data Analysis and Business Analytics
CMGTCB 559 ................................................................. 3 credits
Managing Risk and Security vs. Opportunity
CMGTCB 583 ................................................................. 3 credits
IS Integration

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MIS-CB
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree, or higher, in business, computer science, information technology, or a related field (cybersecurity, engineering, etc.) 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated in cumulative GPA for admissibility.
- Applicants must have three years of experience in a business or information technology (IT)-related environment.
- Signed Hardware/Software Agreement

Degree Completion Requirements for the MIS-CB
- A grade of Met (ME) or better is required for all competencies in every course.
- Completion of 36 credits consisting of 12 different courses and associated competencies.
- Successful completion of the IS Integration Project.
- The diploma awarded for this program will read as: Master of Information Systems

Academic Progression Requirements for the MIS-CB

- Students are recommended to complete Competency-Based Education New Student Orientation prior to beginning work in their first group of CBE courses and will have access to this orientation throughout the duration of their first group of scheduled courses.
- Students may pursue any grouping of courses (excluding CMGTCB 583) without following a preferred sequence.
- IS Integration (CMGTCB 583) may not be pursued until a student has satisfied at least 21 credits.

Minimum Grade Requirements for the MIS-CB
A grade of Met (ME) or better is required for all competencies in every course.

Students will be placed on Scholastic Probation (SP) program academic status if a grade of NM is earned in a course. If a student repeats a course due to receiving a NM grade and receives a grade of NM on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program. Scholastic Suspension student academic status will be effective as of the latest course end date of any courses the student is concurrently enrolled in at the time the NM grade posts in the repeated course.

Students who have been placed on SP status:
- must retake the course to be repeated at the earliest available scheduling opportunity

Note: The earliest available scheduling opportunity is the soonest feasible opportunity for the student to take the repeat course, without requiring the student to drop a course in which attendance has been met. Retake course scheduling opportunities are ranked in preferred order below:

- If the student is going to earn a NM grade because they have failed the final attempt at a competency during the course (i.e., before the course end date), the repeat course should be scheduled in place of a course in the next scheduled block, before the start date for that block of courses.
- If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, and the student has not yet posted attendance in all of the courses in that block, the retake should be scheduled in place of another course in that block in which the student has not yet posted attendance.
- If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the student may add the retake to the current scheduled block of courses, if adding it will not result in more than four concurrent courses on the schedule.
- If the next block of courses has already begun at the time it is confirmed that the student earned a NM grade and that SP status will be applied, the student has posted attendance in all of the courses in that block, and it is either not permissible or not advisable to add the course to the current scheduled block of courses, the student can defer the retake until the next scheduled block of courses.
• may not transfer to another CBE program without an approved SAC appeal, or until they have fulfilled the requirements for progression.

Residency Requirements and Assessment Attempts for the MIS-CB

• All required domains, courses, and associated competencies must be completed at UOPX to be eligible for degree conferral.
• Students will have a maximum of three attempts to pass the final assessment for each competency. The first two attempts may be taken by the student after a discussion with the faculty mentor.
• Prior to a third attempt at passing the assessment, the student must complete a remediation plan and receive formal approval of the faculty mentor.

Re-entry for the MIS-CB

• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program version without appeal if they can complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Master of Science in Cybersecurity

The following Master of Science in Cybersecurity (MSCYB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Cybersecurity required course of study focuses on deepening the understanding of cybersecurity and operations at an enterprise level. Students will learn topics in information assurance like how threat analysis, incident response, and vulnerability detection contribute to a cybersecurity strategy along with an understanding of how standards and policies can serve as a guideline for risk mitigation. Students gain exposure to software, cloud and network security as well as ethical issues in the cybersecurity industry. Students can choose to pursue elective topics in areas like leadership or tactical cybersecurity before completing a capstone course where they apply their learning through a security team participation course.

Program Purpose

The Master of Science in Cybersecurity degree program provides students an advanced background in cybersecurity that builds off previous knowledge or experience in the field of IT. This program contains content aligned to ISACA Certified Information Security Manager (CISM), CompTIA Cybersecurity Analyst (CySA+) and (ISC)2 Certified Cloud Security Professional (CCSP) and Certified Secure Software Lifecycle Professional (CSSLP) industry certifications but does not directly lead to any type of professional or industry certification.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 design elements of an enterprise using standards and tactics in cybersecurity.
• Student consider ethical and privacy protocols in enterprise cybersecurity.
• Implement cybersecurity frameworks and policies in risk management.
MSCYB 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).

Advanced Cybersecurity, 3 total credits
CYB 500 ~ ................................................................................ 3 credits
Advanced Cybersecurity Concepts

Software Security, 3 total credits
CYB 505 ~ ................................................................................ 3 credits
Secure Software Development

Network Security, 6 total credits
CYB 510 ~ ................................................................................ 3 credits
Cloud Security
CYB 515 ~ ................................................................................ 3 credits
Network Security

Risk Management, 3 total credits
CMGT 559 ~ ............................................................................ 3 credits
Managing Risk and Security vs Opportunity

Ethics, 3 total credits
CYB 520 ~ ................................................................................ 3 credits
Cyber Ethics

Capstone, 3 total credits
CYB 560 ~ ................................................................................ 3 credits
MSCYB Capstone

Graduate Cybersecurity Electives, 18 total credits

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSCYB

- An undergraduate degree or higher in information technology or a related field (cybersecurity, computer science, etc.) from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Applicants must have two years of work experience in information technology (IT) or a related field.
- Signed Hardware/Software Agreement

Degree Requirements for the MSCYB

- Completion of a minimum of 39 credits:
  - Required Course of Study - 21 credits
  - Graduate Cybersecurity Electives - 18 credits
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read as: Master of Science in Cybersecurity

Residency Requirements and Course Waivers for the MSCYB

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 27 credits in the program, must be completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation.
- 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 Cybersecurity Electives requirement may be satisfied by any of the following means:

- Graduate Cybersecurity UOPX coursework.
- Graduate Cybersecurity transfer activity that is acceptable for transfer and was completed within the past five (5) years from current program enrollment agreement sign date.

Students in this program may waive a maximum of 12 credits from their required course of study.
Re-entry for the MSCYB

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
As the health care industry expands and evolves at a rapid rate, jobs in health care administration business functions are expected to increase. Medical and health service managers employment are projected to grow by 18 percent from 2018 to 2028. 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® College of Health Professions will equip you with the leading-edge training you need to succeed in today’s dynamic health care environment—and to effectively tackle 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Health Administration v004 provides leaders and aspiring leaders in the health sector with the insight and skills necessary to drive the future of healthcare by facilitating cross-system transformation and improving outcomes for patients, populations, and providers. The program’s curriculum, built via close collaboration with industry and academic experts, anticipates emerging needs trends in the health sector. Areas of inquiry include industry and organizational dynamics in the health sector, visioning the future, forming strategic relationships, leading with authenticity in health care systems, creating a sustainable personal legacy, and transformation and execution in diverse health system contexts.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

- Learners will evaluate industry and organizational dynamics in the healthcare environment.
- Learners will generate core business strategies based on innovative concepts developed.
- Learners will construct strategic health care relationships with diverse stakeholders to achieve business objectives.
- Learners will develop a leadership identity that reflects traits required in complex healthcare environments.
- Learners will produce a personal legacy that fosters investment in people and the community to drive the future of healthcare.
- Learners will create an operational improvement plan that addresses transformation, communication, and execution elements within the health sector.

MHA Program Category Requirements 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).

Organizational Dynamics in Health Care Systems, 12 total credits

MHA 505 ~ ................................................................. 3 credits
Systems Thinking in Health Care Environments
MHA 506 ~ ................................................................. 3 credits
Ethical Marketing: The New Health Care Economics
MHA 507 ~ ................................................................. 3 credits
Leveraging Informatics in The Health Sector
MHA 508 ~ ................................................................. 3 credits
Navigating The Regulatory Environment In Health Care

Visioning the Future: Creating Industry Trends in the Health Sector, 6 total credits

MHA 515 ~ ................................................................. 3 credits
Scanning The Health Sector as an Industry Expert
MHA 516 ~ ................................................................. 3 credits
Operating in Structure: Health Sector Policy and Governance

Strategic Relationships, 3 total credits

MHA 520 ~ ................................................................. 3 credits
Sector Stakeholders: Identifying and Cultivating Alliances

Adaptive Leadership, 6 total credits

MHA 542 ~ ................................................................. 3 credits
Leading With Authenticity in The Health Sector
MHA 543 ~ ................................................................. 3 credits
Tackling The Talent War in The Health Sector

Personal Legacy and Investment in the Future of Health Care, 3 total credits

MHA 560 ~ ................................................................. 3 credits
Creating A Sustainable Legacy: Healthy Communities

Transformation and Execution, 6 total credits

MHA 598 ~ ................................................................. 3 credits
Leveraging Results To Build Brand In The Health Sector
MHA 599 ~ ................................................................. 3 credits
Capstone: Leading the Organization Through Change

The University reserves the right to modify the required course of study.
Additional Admission Requirements for the MHA

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree postgrad transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission.

- Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- A minimum equivalent of three (3) years of full-time, post-high school professional work experience or access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA

- 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 Health Administration

Residency Requirements and Course Waivers for the MHA

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 in the Required Course of Study may not be waived: MHA 599

Students who have successfully completed the below certificates prior to enrollment in the MHA may waive the listed course with any of the courses contained within the certificate. These approved waivers will not count towards the maximum waiver limit in the program.

- CERT/G-HCP - MHA 508
- CERT/G-HCS - MHA 560
- CERT/G-INF - MHA 507

Minimum Grade Requirements for the MHA

- Students in this program are required to achieve a minimum grade of "C" (2.0) in courses listed below. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" will be scholastically disqualified from the University: MHA 542, MHA 599

- 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.

- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.

- No appeals will be accepted for re-entry to an expired program.

- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
Master of Health Administration (Competency Based)

The following Master of Health Administration (Competency Based) (MHA-CB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The competency-based Master of Health Administration program (MHA-CB 004) is designed for working professionals in the healthcare field who wish to demonstrate mastery of industry-aligned competencies via a rigorous, fast-paced format. MHA-CB 004 engages students in a critical analysis of emerging needs and anticipated trends in an industry marked by increasing diversity and complexity. As the health industry continues to undergo unprecedented growth, “health” is beginning to encompass everything from patient care to community engagement to overarching system design. The curricular framework for the MHA-CB 004 is provided by the industry standard American College of Healthcare Executives (ACHE). To reflect sector growth and diversification, the ACHE competencies have been scaffolded to a higher, more global level and then mapped to program content, to provide UOPX students with a rigorous and integrated experience that requires both critical thinking and creativity, while remaining aligned to professional and industry standards.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

• Health & Health Care Environment: Evaluating industry and organizational dynamics in the healthcare environment.
• Business: Generating core business strategies based on innovative concepts developed in the program.
• Communication & Relationship Management: Constructing strategic relationships with diverse stakeholders across the health sector to achieve business objectives with a current or desired employer.
• Leadership: Developing a leadership identity that reflects traits required in complex healthcare environments.
• Professional & Social Responsibility: Producing a personal legacy that fosters investment in people and the community to drive the future of health care.
• Transformation & Execution: Fostering the ability to create and execute operational improvement plans that address transformation, communication, and execution elements within the sector.

MHA-CB Domains and 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).

All required domains, courses, and associated competencies must be completed at UOPX to be eligible for degree conferral.

Domain: Health Care Industry Analysis

MHACB 505 ................................................................. 3 credits
Systems Thinking in Health Care Environments
MHACB 506 ................................................................. 3 credits
Ethical Marketing: The New Health Care Economics
MHACB 507 ................................................................. 3 credits
Leveraging Informatics in The Health Sector
MHACB 508 ................................................................. 3 credits
Navigating The Regulatory Environment In Health Care

Domain: Health Care Industry Planning

MHACB 515 ................................................................. 3 credits
Scanning The Health Sector as an Industry Expert
MHACB 516 ................................................................. 3 credits
Operating in Structure: Health Sector Policy and Governance
MHACB 520 ................................................................. 3 credits
Sector Stakeholders: Identifying and Cultivating Alliances

Domain: Health Care Industry Leadership

MHACB 542 ................................................................. 3 credits
Leading With Authenticity in The Health Sector
MHACB 543 ................................................................. 3 credits
Tackling The Talent War in The Health Sector
MHACB 560 ................................................................. 3 credits
Creating A Sustainable Legacy: Healthy Communities

Domain: Health Care Industry Transformation

MHACB 598 ................................................................. 3 credits
Leveraging Results To Build Brand In The Health Sector
MHACB 599 ~ ................................................................. 3 credits
Capstone: Leading the Organization Through Change

The University reserves the right to modify the required course of study.
**Additional Admission Requirements for the MHA-CB**

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated in cumulative GPA for admissibility.
- Applicants must have three years of relevant experience within the past ten years in a healthcare environment (such as an administrative or management role in a hospital, physician’s office, nursing and residential care facility, government health services office, or outpatient care center).
- All applicants must be currently employed or have access to a suitable work environment.

**Degree Completion Requirements for the MHA-CB**

- A grade of Met (ME) or better is required for all competencies in every course.
- Completion of 36 credits consisting of 12 different courses and associated competencies.
- Successful completion of the Capstone Project.
- The diploma awarded for this program will read as: Master of Health Administration

**Academic Progression Requirements for the MHA-CB**

- Students are recommended to complete Competency-Based Education New Student Orientation prior to beginning work in their first group of CBE courses and will have access to this orientation throughout the duration of their first group of scheduled courses.
- Students may pursue any grouping of courses (excluding MHACB 599) without following a preferred sequence.
- The Capstone (MHACB 599) may not be pursued until a student has satisfied at least 21 credits.

**Minimum Grade Requirements for the MHA-CB**

A grade of Met (ME) or better is required for all competencies in every course.

Students will be placed on Scholastic Probation (SP) program academic status if a grade of NM is earned in a course. If a student repeats a course due to receiving a NM grade and receives a grade of NM on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program. Scholastic Suspension student academic status will be effective as of the latest course end date of any courses the student is concurrently enrolled in at the time the NM grade posts in the repeated course. Students who have been placed on SP status:

- must retake the course to be repeated at the earliest available scheduling opportunity

**Residency Requirements and Assessment Attempts for the MHA-CB**

- All required domains, courses, and associated competencies must be completed at UOPX to be eligible for degree conferral.
- Students will have a maximum of three attempts to pass the final assessment for each competency. The first two attempts may be taken by the student after a discussion with the faculty mentor.
- Prior to a third attempt at passing the assessment, the student must complete a remediation plan and receive formal approval of the faculty mentor.

**Re-entry for the MHA-CB**

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and depict a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Health Administration prepares leaders and aspiring leaders in the health sector by providing the competencies necessary to drive the future of healthcare through effective facilitation of cross-system transformation and the improvement of health outcomes for patients, populations, and providers. Areas of inquiry include industry and organizational dynamics, visioning the future, forming strategic relationships, leading with authenticity, creating a sustainable personal legacy, and transformation and execution in diverse health system contexts. As the health industry continues to undergo unprecedented growth, “health” is beginning to encompass everything from patient care to community engagement to overarching system design. The curricular framework for the newest version of the MHA is provided by the industry standard American College of Healthcare Executives (ACHE). The program provides UOPX students with an academically-rigorous and integrated experience that requires both critical thinking and creativity, while remaining aligned to professional and industry standards. The concentration in Health Care Informatics presents informatics as the strategic acquisition, interpretation and utilization of data to lead organizations in the health sector. The focus of the program is on informatics as an evolving and interdisciplinary field related to the sourcing, compiling and synthesis of data across the health sector. Topics include staffing to meet an organization’s informatics needs, assessing the interoperability of systems, effectively sourcing data from repositories within and outside the organization, and presenting data in health organization contexts. Also presented are emerging best practices administrators need to successfully address quality, safety, and cost of care, and lead data-driven initiatives that place the patient/consumer at the center of care.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.
• Learners will evaluate industry and organizational dynamics in the healthcare environment.
• Learners will generate core business strategies based on innovative concepts developed.
• Learners will construct strategic health care relationships with diverse stakeholders to achieve business objectives.
• Learners will develop a leadership identity that reflects traits required in complex healthcare environments.
• Learners will produce a personal legacy that fosters investment in people and the community to drive the future of healthcare.
• Learners will create an operational improvement plan that addresses transformation, communication, and execution elements within the health sector.
• Learners will analyze informatics in health administration contexts to inform strategic data sourcing and decision-making.
• Learners will distinguish the ways in which data are utilized across diverse health information systems.
• Learners will critique health information system implementation and interaction across the health sector.

MHA/INF Program Category Requirements 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).

Organizational Dynamics in Health Care Systems, 9 total credits
MHA 505 ~ .............................................................................. 3 credits
Systems Thinking in Health Care Environments
MHA 506 ~ .............................................................................. 3 credits
Ethical Marketing: The New Health Care Economics
MHA 508 ~ .............................................................................. 3 credits
Navigating The Regulatory Environment In Health Care

Visioning the Future: Creating Industry Trends in the Health Sector, 6 total credits
MHA 515 ~ .............................................................................. 3 credits
Scanning The Health Sector as an Industry Expert
MHA 516 ~ .............................................................................. 3 credits
Operating in Structure: Health Sector Policy and Governance

Strategic Relationships, 3 total credits
MHA 520 ~ .............................................................................. 3 credits
Sector Stakeholders: Identifying and Cultivating Alliances

Adaptive Leadership, 6 total credits
MHA 542 ~ .............................................................................. 3 credits
Leading With Authenticity in The Health Sector
MHA 543 ~ .............................................................................. 3 credits
Tackling The Talent War in The Health Sector
Personal Legacy and Investment in the Future of Health Care, 3 total credits
MHA 560 ~.................................................................3 credits
Creating A Sustainable Legacy: Healthy Communities
Informatics Concentration, 9 total credits
HINF 500 ~.............................................................3 credits
Informatics for Health Administration
HINF 520 ~.............................................................3 credits
Data Management and Design in Health Administration
HINF 510 ~.............................................................3 credits
The Systems Life Cycle
Transformation and Execution, 6 total credits
MHA 598 ~.............................................................3 credits
Leveraging Results To Build Brand In The Health Sector
MHA 599 ~.............................................................3 credits
Capstone: Leading the Organization Through Change
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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA 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 42 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
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.
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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 in the Required Course of Study may not be waived: MHA 599
Students who have successfully completed the below certificates prior to enrollment in the MHA may waive the listed course with any of the courses contained within the certificate. These approved waivers will not count towards the maximum waiver limit in the program.
• CERT/G-HCP - MHA 508
• CERT/G-HCS - MHA 560
• CERT/G-INF - MHA 507

Minimum Grade Requirements for the MHA/INF
Students in this program are required to achieve a minimum grade of “C” (2.0) in courses listed below. A “C-” grade is not acceptable. Students who fail to receive a minimum grade of “C” will be scholastically disqualified from the University: HINF 500, HINF 520, HINF 510, MHA 542, MHA 599
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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
The Master of Health Administration prepares leaders and aspiring leaders in the health sector by providing the competencies necessary to drive the future of healthcare through effective facilitation of cross-system transformation and the improvement of health outcomes for patients, populations, and providers. The Health Care Compliance and Privacy concentration within this program is designed to prepare leaders and aspiring leaders for leadership positions in compliance and privacy within the health care industry that require competency in compliance practices, ethical considerations, and policy implementation regarding privacy, regulatory affairs and legal obligations within the healthcare industry. The program educationally prepares students to sit for the Certificate in Healthcare Compliance (CHC) examination.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

- Learners will evaluate industry and organizational dynamics in the healthcare environment.
- Learners will generate core business strategies based on innovative concepts developed.
- Learners will construct strategic health care relationships with diverse stakeholders to achieve business objectives.
- Learners will develop a leadership identity that reflects traits required in complex healthcare environments.
- Learners will produce a personal legacy that fosters investment in people and the community to drive the future of healthcare.
- Learners will create an operational improvement plan that addresses transformation, communication, and execution elements within the health sector.
- Learners will write compliance and privacy practices for diverse health care organizations.
- Students will create an identity as a leader in compliance and privacy within the health care industry.
- Learners will evaluate ethical considerations regarding leadership of compliance and privacy practices across the health care industry.

MHA/HCP Program Category Requirements 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).

Organizational Dynamics in Health Care Systems, 9 total credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHA 505</td>
<td>Systems Thinking in Health Care Environments</td>
<td>3 credits</td>
</tr>
<tr>
<td>MHA 506 ~</td>
<td>Ethical Marketing: The New Health Care Economics</td>
<td>3 credits</td>
</tr>
<tr>
<td>MHA 507 ~</td>
<td>Leveraging Informatics in The Health Sector</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Visioning the Future: Creating Industry Trends in the Health Sector, 6 total credits
MHA 515 ~..........................................................3 credits
Scanning The Health Sector as an Industry Expert
MHA 516 ~..........................................................3 credits
Operating in Structure: Health Sector Policy and Governance

Strategic Relationships, 3 total credits
MHA 520 ~..........................................................3 credits
Sector Stakeholders: Identifying and Cultivating Alliances

Adaptive Leadership, 6 total credits
MHA 542 ~..........................................................3 credits
Leading With Authenticity in The Health Sector
MHA 543 ~..........................................................3 credits
Tackling The Talent War in The Health Sector

Personal Legacy and Investment in the Future of Health Care, 3 total credits
MHA 560 ~..........................................................3 credits
Creating A Sustainable Legacy: Healthy Communities

Compliance and Privacy Concentration, 12 total credits
HCP 513 ~ ..........................................................3 credits
Health Care Compliance Foundations
HCP 514 ~ ..........................................................3 credits
Leading Compliance in Health Care Organizations
HCP 516 ~ ..........................................................3 credits
Auditing, Monitoring and Corrective Action in Compliance
HCP 517 ~ ..........................................................3 credits
Communication and Reporting Mechanisms in Compliance

Transformation and Execution, 6 total credits
MHA 598 ~..........................................................3 credits
Leveraging Results To Build Brand In The Health Sector
MHA 599 ~..........................................................3 credits
Capstone: Leading the Organization Through Change

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MHA/HCP
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- 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/HCP
- 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 Health Administration

Residency Requirements and Course Waivers for the MHA/HCP
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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 in the Required Course of Study may not be waived: MHA 599

Students who have successfully completed the below certificates prior to enrollment in the MHA 004 may waive the listed course with any of the courses contained within the certificate. These approved waivers will not count towards the maximum waiver limit in the program.

- CERT/G-HCP - MHA 508
- CERT/G-HCS - MHA 560
- CERT/G-INF - MHA 507

Minimum Grade Requirements for the MHA/HCP
Students in this program are required to achieve a minimum grade of "C" (2.0) in courses listed below. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" will be scholastically disqualified from the University: HCP 513, HCP 514, HCP 516, HCP 517, MHA 542, MHA 599

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/HCP

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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 ~ 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, 3 total credits
- OPS 571 ~ Operations Management

Marketing, 3 total credits
- MKT 571 ~ 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 542 ~.......................................................... 3 credits
Health Care Research
HCS 548 ~.......................................................... 3 credits
Foundations of Gerontology
HCS 567 ~.......................................................... 3 credits
Entrepreneurship in Health Care
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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- 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/GER 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.

- 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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.

- Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).

- Students in this program may waive a maximum of 12 credits from their required course of study.

- The following course(s) may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501

The College of Doctoral Studies offers a pathway opportunity for master's degree students who are interested in taking doctoral courses as part of the master's degree program. The doctoral pathway 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 degree program, students are eligible to satisfy required course(s) within the doctoral degree program.

- Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral degree program.

- Students schedules may need to be adjusted, or students will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic counselor and 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Master of Public Health Concentration in Community Health Leadership

The following Master of Public Health Concentration in Community Health Leadership (MPH/CHL) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

Learners of the Community Health Leadership program will master public health competencies necessary to lead community health programs and public health initiatives that positively impact the health of individuals, families and diverse populations. This program will prepare learners to lead community health need assessments; engage, mobilize, and organize community stakeholders; create and implement sustainable strategies and programs for diverse groups; and be an advocate for improving social health determinants that impact community health outcomes.

This program is not accredited or endorsed by the Council on Education for Public Health (CEPH), National Commission for Health Education Credentialing (NCHEC), and the Association of Schools and Programs of Public Health (ASPHP).

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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 assess community health needs to develop public health programs which respond to diverse cultures of communities being served.
- Students will create and implement community health programs utilizing appropriate learning, communication, organizational, social, and behavior change principles.
- Students will evaluate and apply principles of biostatistics, environmental health, epidemiology, and social-behavioral models to the prevention of diseases that are important to communities.
- Students will evaluate programs and appropriately apply public health research findings to community health initiatives.
- Students will advocate for improved health outcomes, communicate shared vision, influence change, and champion solutions to organizational and community challenges.
- Students will create relevant local and global health policy recommendations aimed at improving community health outcomes.
- Students will mobilize and collaborate with key stakeholders and partners to promote community health and quality of life initiatives in diverse settings.
- Students will create and market health communications for individuals and groups from diverse cultural, ethnic, and educational backgrounds using a variety of technology and multidisciplinary approaches.
- Students will lead public health professionals and manage multidisciplinary system stakeholders in organizational and community health settings.
Program Purpose

The Master of Public Health with a concentration in Community Health Leadership (MPH/CHL) program prepares graduates to function in leadership roles in health education and community health settings. This program does not prepare or lead to any type of licensure or certification.

MPH/CHL Program 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).

MPH 510 .........................................................3 credits
Public Health Professional Practice

MPH 520 ~ ..................................................3 credits
Social and Behavioral Aspects of Public Health

MPH 530 ~ ..................................................3 credits
Epidemiology Concepts and Public Health Diseases

MPH 540 ~ ..................................................3 credits
Environmental and Occupational Health Management

MPH 550 ~ ..................................................3 credits
Public Health Statistics

MPH 560 ~ ..................................................3 credits
Public Health Systems and Services Administration

MPH 570 ~ ..................................................3 credits
Public Health Policy and Leadership

CHL 610 .......................................................3 credits
Community Health Assessment

CHL 620 .......................................................3 credits
Community Health Engagement and Organizing

CHL 630 .......................................................3 credits
Planning and Implementing Community Health Initiatives

CHL 640 .......................................................3 credits
Evaluating Community Health Initiatives

ELECTIVE ~ ................................................3 credits

MPH 680 .......................................................3 credits
Community Health Leadership Experience I

MPH 690 .......................................................3 credits
Community Health Leadership Experience II

Students must select one(1) course listed below to fill their elective credits:

MPH 600 .......................................................3 credits
Community Resiliency and Response Preparedness

MPH 601 ~ ..................................................3 credits
Public Health Promotion and Education

MPH 602 ~ ..................................................3 credits
Public Health Communication and Advocacy

MPH 603 .......................................................3 credits
Race and Ethnicity Determinants of Health

MPH 604 ~ ..................................................3 credits
Special Topics in Public Health

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MPH/CHL

All applicants are expected to meet the following admissions requirements:

- Must have completed one of the following:
  - An undergraduate degree or higher in a health related field from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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.
  - An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree earned at a recognized foreign institution and a minimum of 3 years of work experience in a public health related role. 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

Degree Requirements for the MPH/CHL

- Completion of a minimum of 42 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 Public Health

Residency Requirements and Course Waivers for the MPH/CHL

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 33 graduate level credits at the University.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 in the Required Course of Study may not be waived: MPH 680, MPH 690
Minimum Grade Requirements for the MPH/CHL

- Students in this program are required to achieve a minimum grade of "C" (2.0) in courses listed below. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" will be scholastically disqualified from the University: CHL 610, CHL 620, CHL 630, CHL 640, MPH 510, MPH 520, MPH 530, MPH 540, MPH 550, MPH 560, MPH 570, MPH 600, MPH 601, MPH 602, MPH 603, MPH 604
- Students in this program are required to achieve a minimum grade of "B" (3.0) in courses listed below. A "B-" grade is not acceptable. Students who fail to receive a minimum grade of "B" will be scholastically disqualified from the University: MPH 680, MPH 690
- Students who have been scholastically disqualified (excluding MPH 680 and MPH 690) will not be allowed to continue in their degree program until they have taken the following steps:
  - Complete the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course that placed them on scholastic disqualification and satisfy the grade requirement.
- Students who do not meet the minimum grade requirement for MPH 680 or MPH 690 must complete the Professional Standards process instead of the academic progression student agreement form.
- 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 MPH program.

Practicum Requirements for the MPH/CHL

All MPH students are required to complete a culminating project and practicum experience as part of their degree requirement, and will receive 3 credits for the practicum experience, and 3 credit hours for the culminating project; for a total of 6 credit hours. These courses require at least 200 practice experience hours (100 hours per course) committed to a public health placement site.
- The minimum time for a practice experience is 200 hours. However, individuals with evidence of 3 years of experience and currently employed fulltime in a public health or health care setting practice would be given 80 hours credit toward the practicum. This credit would reduce the minimum practice requirement to 120 hours. Students must submit a SAC appeal requesting the exception prior to enrolling in the first practicum course: MPH 680.
- Students must start MPH 690 within 365 days of the completion date of MPH 680. If the student does not meet that deadline, the student will be required to retake MPH 680.
- The practicum can be completed at a student’s place of employment provided the experience differs from that of their job requirements and duties.

Re-entry for the MPH/CHL

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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COLLEGE OF NURSING

Programs in the College of Nursing are designed to support the career advancement and educational needs of 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® College 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- College of Nursing Programs

The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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, College 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 3.5 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 3.0 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 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 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 Program 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” 15-panel drug screen plus an alcohol drug test.

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.
Master of Science in Nursing Concentration in Informatics

The following Master of Science in Nursing Concentration in Informatics (MSN/INF) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Nursing with a concentration in Nursing Informatics (MSN/INF) program prepares registered nurses to become leaders in the field of Nursing Informatics. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Specialty informatics courses allow students to focus on contemporary industry-required competencies such as: interpretation, analysis, and translation of health care data into meaningful information; healthcare information workflow and project management; and design, implementation, evaluation of health information systems and technologies that improve patient outcomes and reduce risk.

The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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 apply organizational and systems leadership concepts to the management of human, fiscal, and physical healthcare resources for diverse populations in a variety of settings.
- Students will be able to evaluate processes, systems, and utilize current technology to support continuous quality improvement and improve patient outcomes 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 healthcare policy, regulatory, legal, economic and sociocultural environments to advocate for patients and effect change in the healthcare system based on their role.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Student will be able to evaluate methodologies to utilize nursing informatics to support best patient outcomes.
- Students will be able to evaluate the regulatory requirements impacting use of nursing informatics within healthcare.
- Students will be able to create plans for the use of nursing informatics to collect data and support research.

- Evaluate the function of nursing informatics within the System Design Life Cycle structures.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Informatics (MSN/INF). The program prepares the graduate to function in nursing informatics leadership roles; specialize in the design and use of electronically stored data to influence quality in care delivery; and provide evidence of meeting quality, compliance, and regulatory standards and requirements. Students may be eligible to sit for the Informatics Nursing Certification Exam and should contact the American Nurses Credentialing Center for eligibility requirements.

MSN/INF Required Course 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).

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 541 ................................................................. 3 credits
Data Analysis and Management

NSG 542 ................................................................. 3 credits
Information Workflow

NSG 543 ................................................................. 3 credits
Database Management

NSG 544 ................................................................. 3 credits
Evaluation and Application of Information

NSG 516IN ~ ......................................................... 3 credits
Practicum I

NSG 517IN ~ ......................................................... 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 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

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Additional Admission Requirements for the MSN/INF

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility. For applicants residing in Oregon or attending the Oregon campus, an undergraduate degree posted transcript with a cumulative grade point average (GPA) of 3.0 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 hold a valid, unrestricted, unencumbered RN license.

Degree Requirements for the MSN/INF

- 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/INF

- 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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" 15 panel, plus alcohol drug test.
- Students are required to start NSG 517ED, NSG 517AD, or NSG 517N within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516N respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517N within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516N.
Minimum Grade Requirements for the MSN/INF

- All 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 Program 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 Program 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/INF

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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 516IN, NSG 517IN, NSG 541, NSG 542, NSG 543, NSG 544

The 6 credit Graduate Elective Requirement for the MSN/INF may be satisfied by the following means:
- An approved UOPX Graduate Elective course.
- Previously completed UOPX graduate level coursework that is comparable in credits to the University course it is replacing.
- Graduate transfer coursework that is acceptable for transfer and meets the following requirements:
  - Comparable in 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).
  - Completed within the past ten (10) years from current program enrollment agreement sign date
  - A minimum grade of "C-" or better.

Re-entry for the MSN/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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll in the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
The following Master of Science in Nursing Concentration in Informatics Bridge (MSN/INF) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depends on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Nursing with a concentration in Nursing Informatics (MSN/INF) program prepares registered nurses to become leaders in the field of Nursing Informatics. Advanced nursing theory and research provide the foundation for nurse leaders to influence the future of nursing and health care. Specialty informatics courses allow students to focus on contemporary industry-required competencies such as: interpretation, analysis, and translation of health care data into meaningful information; healthcare information workflow and project management; and design, implementation, evaluation of health information systems and technologies that improve patient outcomes and reduce risk.

The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

**Program Purpose**

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Informatics (MSN/INF). The program prepares the graduate to function in nursing informatics leadership roles; specialize in the design and use of electronically stored data to influence quality in care delivery; and provide evidence of meeting quality, compliance, and regulatory standards and requirements. Students may be eligible to sit for the Informatics Nursing Certification Exam and should contact the American Nurses Credentialing Center for eligibility requirements.

**MSN/INF Required Course 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). To ensure course scheduling availability, the College of Health Professions, College 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 ................................................................. 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 ................................................................. 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 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 541 ~ .............................................................. 3 credits
  - Data Analysis and Management
- NSG 542 ~ .............................................................. 3 credits
  - Information Workflow
- NSG 543 ~ .............................................................. 3 credits
  - Database Management
- NSG 544 ~ .............................................................. 3 credits
  - Evaluation and Application of Information
- NUR 516IN ~ ......................................................... 3 credits
  - Practicum I
- NUR 517IN ~ ......................................................... 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 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/INF

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelors degree or higher 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 who reside in the United States or in one of the US Territories 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/INF

- 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/INF

- 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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” 15 panel, plus alcohol drug test.
- Students are required to start NSG 517ED, NSG 517AD, or NSG 517IN within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516IN respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517IN within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516IN.
Minimum Grade Requirements for the MSN/INF
- 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 Program 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 Program 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/INF
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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 516IN, NSG 517IN, NSG 541, NSG 542, NSG 543, NSG 544
The 6 credit Graduate Elective Requirement for the MSN/INF may be satisfied by the following means:
- An approved UOPX Graduate Elective course.

Previously completed UOPX graduate level coursework that is comparable in credits to the University course it is replacing.
- Graduate transfer coursework that is acceptable for transfer and meets the following requirements:
  - Comparable in 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).
  - Completed within the past ten (10) years from current program enrollment agreement sign date
  - A minimum grade of "C-" or better.

Re-entry for the MSN/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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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 apply organizational and systems leadership concepts to the management of human, fiscal, and physical healthcare resources for diverse populations in a variety of settings.
- Students will be able to evaluate processes, systems, and utilize current technology to support continuous quality improvement and improve patient outcomes 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 healthcare policy, regulatory, legal, economic and sociocultural environments to advocate for patients and effect change in the healthcare system based on their role.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Students will be able to formulate a strategic plan and distinguish the key components required for success.
- Students will be able to analyze a budget and assure needed resources are planned for.
- Students will be able to predict the needed resources (human and financial) to meet desired outcomes.
- Students will be able to implement change to meet desired quality measures.
- Students will be able to modify policies to meet external regulatory and accreditation standards.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Administration (MSN/ADM). The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Students may be eligible to sit for the Nurse Executive Certification Exam and should contact the American Nurses Credentialing Center for eligibility requirements.

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).

**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 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 516AD ~ ..................................................3 credits**

Practicum I

**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 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 or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility. For applicants residing in Oregon or attending the Oregon campus, an undergraduate degree posted transcript with a cumulative grade point average (GPA) of 3.0 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 an RN license obtained by taking the NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico
- 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 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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” 15 panel, plus alcohol drug test.
- Students are required to start NSG 517ED, NSG 517AD, or NSG 517IN within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516IN respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517IN within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516IN.
Minimum Grade Requirements for the MSN/ADM

- All 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 Program 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 Program 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.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 UOPX Graduate Elective course.
- Previously completed UOPX graduate level coursework that is comparable in credits to the University course it is replacing.
- Graduate transfer coursework that is acceptable for transfer and meets the following requirements:
  - Comparable in 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).
  - Completed within the past ten (10) years from current program enrollment agreement sign date
  - A minimum 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
Master of Science in Nursing Concentration in Nurse Administration Bridge

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Administration (MSN/ADM). The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Students may be eligible to sit for the Nurse Executive Certification Exam and should contact the American Nurses Credentialing Center for eligibility requirements.

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, College 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 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 516AD .......................................................... 3 credits
Practicum I
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 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 or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility. For applicants residing in Oregon or attending the Oregon campus, an undergraduate degree posted transcript with a cumulative grade point average (GPA) of 3.0 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. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico
- 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 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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" 15 panel, plus alcohol drug test.
• Students are required to start NSG 517ED, NSG 517AD, or NSG 517IN within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516IN respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517IN within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516IN.

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 Program 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 Program 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
• 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 UOPX Graduate Elective course.
• Previously completed UOPX graduate level coursework that is comparable in credits to the University course it is replacing.
• Graduate transfer coursework that is acceptable for transfer and meets the following requirements:
  • Comparable in 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).
  • Completed within the past ten (10) years from current program enrollment agreement sign date
  • A minimum 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
Students will be able to design and deliver evidenced-based healthcare policies and regulatory standards.

**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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. 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. The bachelor’s degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education (CCNE).

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Nursing students graduate with a focus on Nursing Education (MSN/NED). 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.

- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.
- Students will be able to design and deliver evidenced-based clinical prevention and population care within an interdisciplinary team to serve diverse populations in a variety of local, national, and international settings.

**Program Purpose**

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Education (MSN/NED). 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. Graduates may be eligible to sit for the Nurse Educator Certification Exam and should contact the National League for Nursing for eligibility requirements.

**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).

**NSG 511** Contemporary Nursing Practice

**NSG 512** Nursing Research

**NSG 513** Inter-professional Leadership and Management

**NSG 514** Health Law, Policy, Ethics, and Global Trends

**NSG 501 ~** Pathophysiology, Assessment Variables and Pharmacology I

**NSG 502 ~** Pathophysiology, Assessment Variables & Pharmacology II

**NSG 531** Program and Course Development

**NSG 532** Innovative Curriculum Design

**NSG 533** Educational Assessment and Evaluation

**NSG 534** Facilitating Engaged Learning

**NSG 51ED ~** Practicum I

**NSG 517ED ~** Practicum II

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/NED

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility. or applicants residing in Oregon or attending the Oregon campus, an undergraduate degree posted transcript with a cumulative grade point average (GPA) of 3.0 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.

- 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.

- Students must have completed a minimum of 75% of the coursework taken toward the degree while the institution was accredited or during the candidacy period.
- Students with undergraduate, graduate, or doctoral degrees are required to enroll in the MSN Bridge program.

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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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" 15 panel, plus alcohol drug test.
- Students are required to start NSG 517ED, NSG 517AD, or NSG 517IN within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516IN respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517IN within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516IN.
Minimum Grade Requirements for the MSN/NED

- All 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 Program 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 Program 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. Specially 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.

The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Purpose
This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a Master of Science degree in Nursing with a focus on Nursing Education (MSN/NED). 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.

Graduates may be eligible to sit for the Nurse Educator Certification Exam and should contact the National League for Nursing for eligibility requirements.

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, College 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 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
Facilitating Engaged Learning
NUR 516ED .......................................................................... 3 credits
Practicum I
NUR 517ED .......................................................................... 3 credits
Practicum II

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 study. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations.
additional admission requirements for the MSN/NED to enter practice. www.abn.alabama.gov

Additional Admission Requirements for the MSN/NED

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degrees or higher from a college or university with approved institutional accreditation, in a field other than nursing are required to enroll in the MSN Bridge program.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility. For applicants residing in Oregon or attending the Oregon campus, an undergraduate degree posted transcript with a cumulative grade point average (GPA) of 3.0 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. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico
- 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 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 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/NED

- 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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" 15 panel, plus alcohol drug test.
- Students are required to start NSG 517ED, NSG 517AD, or NSG 517IN within 6 months of the completion date of NSG 516ED, NSG 516AD or NSG 516IN respectively. Students who do not begin NSG 517ED, NSG 517AD, or NSG 517IN within 6 months will be required to repeat the NSG 516ED, NSG 516AD, or NSG 516IN.
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 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 Program 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 Program 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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
Program Student Learning Outcomes

The following Master of Science in Nursing/Family Nurse Practitioner (MSN/FNP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Nursing (MSN) program enhances the knowledge and skills of registered nurses with baccalaureate-degree preparation. The program prepares registered nurses to function in leadership and advanced practice roles within the profession of nursing. 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. Specialty concentrations allow students to focus learning on developing increased knowledge and skills in a specific area of content or advanced practice role.

The baccalaureate degree program in nursing and master’s degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Purpose

The Master of Science in Nursing/Family Nurse Practitioner is a post-licensure education program designed for nurses with current RN licensure who wish to obtain a master’s degree and prepare for advanced practice as a family nurse practitioner (FNP). The program educationally prepares nurses for advanced practice, including how to function in leadership roles in practice and educational settings, and emphasizes comprehensive, preventative care in addition to treatment. As part of this program, students are required to complete a five-day residency on campus that requires the student to fulfill competency checkoffs of both clinical and procedural skills under the direction of faculty. Graduates are eligible to sit for the American Nurses Credentialing Center (ANCC) Family Nurse Practitioner-Board Certified (FNP-BC) credential or the American Association of Nurse Practitioners (AANP) Family Nurse Practitioner-Certified (FNP-C) credential.

Preferred Sequence and Prerequisites for MSN/FNP

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 successfully complete all clinical requirements in the five day immersive experience (residency) during the final week of NRP 571.

NRP 513 ........................................................................... 4 credits
Clinical Applications of Theory and Research
NRP 508 ~ ........................................................................... 4 credits
Health Policy and Role of the Advanced Practice Nurse
NRP 511 ~ ........................................................................... 4 credits
Advanced Pathophysiology
NRP 507 ~ ........................................................................... 4 credits
Advanced Pharmacology
NRP 531 ~ ........................................................................... 4 credits
Advanced Health Assessment I
NRP 571 ~ ........................................................................... 4 credits
Advanced Health Assessment II and Clinical Procedures
NRP 555 ~ ........................................................................... 4 credits
Adult and Geriatric Management I
NRP 556 ~ ........................................................................... 4 credits
Adult and Geriatric Management II
NRP 563 ~ ........................................................................... 4 credits
Management of Women’s Health Issues
NRP 543 ~ ........................................................................... 4 credits
Management of Pediatric and Adolescent Populations
NRP 560 ~ ........................................................................... 8 credits
Final Preceptorship

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/FNP

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degree or higher in a field other than nursing from a college or university with approved institutional accreditation are required to enroll in the MSN/FNP Bridge program.

- A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Equivalent grade of “C” or better in undergraduate core science courses. Core science courses may include: Chemistry, Biology, Anatomy & Physiology, Pharmacology, Pathophysiology and Microbiology.

- A minimum equivalent of three years of full-time post high school work experience within the past ten years of which two years must be in clinical based RN experience. Full-time work is defined as 32 hours per week for the MSN/FNP program.

- Applicants must 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. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico

- Nursing students in the state of Florida attending ground based or FlexNet MSN or RN/BSN programs must hold a RN license from the state of Florida for admissions, as mandated by the Florida State Board of Nursing.

- Military and VA nursing students may hold a RN license from any state as ruled by federal guidelines. Clinical placement of military or VA students must be completed in VA or military environments or the student is subject to obtaining a Florida RN license for placement.

- Signed Professional Non-Academic Requirement form

- Signed Residency Agreement form

- Signed Criminal Background Check Disclosure

- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure

- Completed and verified negative criminal background check; criminal background check cannot have been completed more than one year prior to the Enrollment Agreement sign date.

- Signed FERPA Release/Drug Test or Failure to Test Results

- Signed Clinical Assurance Statement form

- Successful completion of FNP 101, MSN/FNP Program Orientation. If the student does not pass their first attempt of FNP 101 because of an unacceptable grade, the student may make a second attempt to complete FNP 101 within 90 days. A student failing FNP 101 on the second attempt must wait 6 months before reapplying. Passing FNP 101 is limited to a total of three attempts.

Degree Requirements for the MSN/FNP

- Completion of a minimum of 48 credits.

- A minimum program grade point average (GPA) of 3.0.

- Satisfactory completion of the Nurse Practitioner Preceptorship and all required clinical hours.

- The diploma awarded for this program will read as: Master of Science in Nursing Family Nurse Practitioner

Academic Progression Requirements for the MSN/FNP

MSN, and post-master’s certificate students must possess a valid, unrestricted/unencumbered RN license in the state in which they are completing clinical hours or possess a valid, unrestricted/unencumbered compact (multistate) state license that is recognized in the state in which they are completing clinical hours. RN licenses must be valid and unrestricted/unencumbered in all states and jurisdictions in which the applicant holds an active nursing license. All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.

All General Policies and Standards as listed in the Nursing Program Handbook must be met and verified prior to any clinical experience and must be maintained throughout the duration of all clinical activities.
End of Document
Program Purpose
The Master of Science in Nursing/Family Nurse Practitioner is a post-licensure education program designed for nurses with current RN licensure who wish to obtain a master’s degree and prepare for advanced practice as a family nurse practitioner (FNP). The program educationally prepares nurses for advanced practice, including how to function in leadership roles in practice and educational settings, and emphasizes comprehensive, preventative care in addition to treatment. As part of this program, students are required to complete a five-day residency on campus that requires the student to fulfill competency checkoffs of both clinical and procedural skills under the direction of faculty. Graduates are eligible to sit for the American Nurses Credentialing Center (ANCC) Family Nurse Practitioner-Board Certified (FNP-BC) credential or the American Association of Nurse Practitioners (AANP) Family Nurse Practitioner-Certified (FNP-C) credential.

Preferred Sequence and Prerequisites for MSN/FNP
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 Nursing recommends the following course selections to satisfy the bridge requirements:

**Nursing Bridge 1**
- 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 ................................................................. 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 ................................................................. 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 of Study**
Students must successfully complete all clinical requirements in the 5 day immersive experience (residency) during the final week of NRP 571.

- NRP 513 ................................................................. 4 credits
- Clinical Applications of Theory and Research
- NRP 508 ~ ................................................................. 4 credits
- Health Policy and Role of the Advanced Practice Nurse
- NRP 511 ~ ................................................................. 4 credits
- Advanced Pathophysiology
- NRP 507 ~ ................................................................. 4 credits
- Advanced Pharmacology
- NRP 531 ~ ................................................................. 4 credits
- Advanced Health Assessment I
- NRP 571 ~ ................................................................. 4 credits
- Advanced Health Assessment II and Clinical Procedures
- NRP 555 ~ ................................................................. 4 credits
- Adult and Geriatric Management I
- NRP 556 ~ ................................................................. 4 credits
- Adult and Geriatric Management II
- NRP 563 ~ ................................................................. 4 credits
- Management of Women’s Health Issues
- NRP 543 ~ ................................................................. 4 credits
- Management of Pediatric and Adolescent Populations
- NRP 590 ~ ................................................................. 8 credits
- Final Preceptorship

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/FNP**
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degree or higher in a field other than nursing from a college or university with approved institutional accreditation are required to enroll in the MSN/FNP Bridge program.

- A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Equivalent grade of “C” or better in undergraduate core science courses. Core science courses may include: Chemistry, Biology, Anatomy & Physiology, Pharmacology, Pathophysiology and Microbiology.

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A minimum equivalent of three years of full-time post high school work experience within the past ten years of which two years must be in clinical based RN experience. Full-time work is defined as 32 hours per week for the MSN/FNP program.

Applicants must 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.

Students must provide documentation showing successful completion of the US NCLEX-RN exam:
- Guam
- American Samoa
- Northern Mariana Islands
- US Virgin Islands
- Puerto Rico

Nursing students in the state of Florida attending ground based or FlexNet MSN or RN/BSN programs must hold a RN license from the state of Florida for admissions, as mandated by the Florida State Board of Nursing.

Military and VA nursing students may hold a RN license from any state as ruled by federal guidelines. Clinical placement of military or VA students must be completed in VA or military environments or the student is subject to obtaining a Florida RN license for placement.

Signed Professional Non-Academic Requirement form
Signed Residency Agreement form
Signed Criminal Background Check Disclosure
Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
Completed and verified negative criminal background check; criminal background check cannot have been completed more than one year prior to the Enrollment Agreement sign date.
Signed FERPA Release/Drug Test or Failure to Test Results
Signed Clinical Assurance Statement form
Successful completion of FNP 101, MSN/FNP Program Orientation. If the student does not pass their first attempt of FNP 101 because of an unacceptable grade, the student may make a second attempt to complete FNP 101 within 90 days. A student failing FNP 101 on the second attempt must wait 6 months before reapplying. Passing FNP 101 is limited to a total of three attempts.

Degree Requirements for the MSN/FNP
- Completion of a minimum of 57 credits.
- A minimum program grade point average (GPA) of 3.0. Grades earned in MSN bridge courses are calculated in the MSN grade point average (GPA).
- Satisfactory completion of the Nurse Practitioner Preceptorship and all required clinical hours.

The diploma awarded for this program will read as:
Master of Science in Nursing
Family Nurse Practitioner

Academic Progression Requirements for the MSN/FNP

MSN, and post-master's certificate students must possess a valid, unrestricted/unencumbered RN license in the state which they are completing clinical hours or possess a valid, unrestricted/unencumbered compact (multistate) state license that is recognized in the state in which they are completing clinical hours. RN licenses must be valid and unrestricted/unencumbered in all states and jurisdictions in which the applicant holds an active nursing license. All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.

All General Policies and Standards as listed in the Nursing Program Handbook must be met and verified prior to any clinical experience and must be maintained throughout the duration of all clinical activities.

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" 15 panel, plus alcohol drug test.

Minimum Grade Requirements for the MSN/FNP
- All students are required to earn a minimum grade of "B" in all MSN/FNP graduate level courses. Grades "B-" are not accepted. Students in the Bridge version of the MSN/FNP are required to earn a minimum grade of "C" in the MSN bridge courses. Grades "C-" are not accepted. A student receiving a grade that does not meet this academic standard will be scholastically disqualified and will not be allowed to continue in the program until the course has been successfully repeated. Students are allowed one attempt to repeat only one (1) nursing course. If a passing grade is not earned, the student will be scholastically suspended, permanently withdrawn, from the program. Students may only repeat one class which caused them to be placed on Scholastic Disqualification one time.

- 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 Program 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 Program 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 MSN/FNP

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 32 credits in the Required Course of Study, must be completed at UOPX.

Students with a previously completed MSN degree from any institution will be eligible to waive NRP/513 upon admission to the program.

Students in this program may waive a maximum of 16 credits from their required course of study upon review by the Dean of Nursing via a SAC Appeal.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.

In Arizona, Waiver of NRP 507 Advanced Pharmacology course must be reviewed by Nurse Practitioner Program Director and must meet a two (2) year completion requirement. The following courses in the Required Course of Study may not be waived: NRP 531, NRP 543, NRP 553, NRP 556, NRP 563, NRP 571, NRP 590

Re-entry for the MSN/FNP

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center.
- No appeals will be accepted for re-entry to an expired program.

Master of Science in Nursing/Family Nurse Practitioner (California)

The following Master of Science in Nursing/Family Nurse Practitioner (California) (MSN/FNP-CA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Nursing (MSN) program enhances the knowledge and skills of registered nurses with baccalaureate degree preparation. The program prepares registered nurses to function in leadership and advanced practice roles within the profession of nursing. 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. Specialty concentrations allow students to focus learning on developing increased knowledge and skills in a specific area of content or advanced practice role.

The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program:
http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Purpose

The Master of Science in Nursing/Family Nurse Practitioner is a post-licensure education program designed for nurses with current RN license who wish to obtain a master’s degree and prepare for advanced practice as a family nurse practitioner (FNP). The program educationally prepares nurses for advanced practice, including how to function in leadership roles in practice and educational settings, and emphasizes comprehensive, preventative care in addition to treatment. As part of this program, students are required to complete a five- day residency on campus that requires the student to fulfill competency checkoffs of both clinical and procedural skills under the direction of faculty. Graduates are eligible to sit for the American Nurses Credentialing Center (ANCC) Family Nurse Practitioner-Board Certified (FNP-BC) credential or the American Association of Nurse Practitioners (AANP) Family Nurse Practitioner-Certified (FNP-C) credential.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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 synthesize information obtained through health history, physical examination, and diagnostic tests and screening procedures to generate accurate clinical decisions.
- Students will integrate theory and evidence to provide health care services to improve or maintain optimum health for all family members.
- Students will manage common acute and chronic physical mental illnesses, and common injuries, in people of all ages to minimize the development of complications, and promote function and quality of living.
Students must successfully complete all clinical requirements in the 5 day immersive experience (residency) during the final week of NRP 571CA.

Preferred Sequence and Prerequisites for MSN/FNP-CA

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 successfully complete all clinical requirements in the 5 day immersive experience (residency) during the final week of NRP 571CA.

NRP 513CA ~ 4 credits
Clinical Applications of Theory and Research

NRP 508CA ~ 4 credits
Health Policy and Role of the Advanced Practice Nurse

NRP 511CA ~ 4 credits
Advanced Pathophysiology

NRP 507CA ~ 4 credits
Advanced Pharmacology

NRP 531CA ~ 4 credits
Advanced Health Assessment I

NRP 571CA ~ 4 credits
Advanced Health Assessment II and Clinical Procedures

NRP 555CA ~ 4 credits
Adult and Geriatric Management I

NRP 556CA ~ 4 credits
Adult and Geriatric Management II

NRP 563CA ~ 4 credits
Management of Women’s Health Issues

NRP 543CA ~ 4 credits
Management of Pediatric and Adolescent Populations

NRP 590CA ~ 8 credits
Final Preceptorship

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSN/FNP-CA

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degree or higher in a field other than nursing from a college or university with approved institutional accreditation are required to enroll in the MSN/ FNP-CA Bridge program.

- A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Equivalent grade of “C” or better in undergraduate core science courses. Core science courses may include: Chemistry, Biology, Anatomy & Physiology, Pharmacology, Pathophysiology and Microbiology.

- A minimum equivalent of three years of full-time post high school work experience within the past ten years of which two years must be in clinical based RN experience. Full-time work is defined as 32 hours per week for the MSN/FNP-CA program.

- Applicants must 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.

- Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico

- Signed Professional Non-Academic Requirement form
- Signed Residency Agreement form
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Completed and verified negative criminal background check; criminal background check cannot have been completed more than one year prior to the Enrollment Agreement sign date.
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Clinical Assurance Statement form
- Successful completion of FNP 101, MSN/FNP Program Orientation. If the student does not pass their first attempt of FNP 101 because of an unacceptable grade, the student may make a second attempt to complete FNP 101 within 90 days. A student failing FNP 101 on the second attempt must wait 6 months before reapplying. Passing FNP 101 is limited to a total of three attempts.

Degree Requirements for the MSN/FNP-CA

- Completion of a minimum of 48 credits.
- A minimum program grade point average (GPA) of 3.0.
- Satisfactory completion of the Nurse Practitioner Preceptorship and all required clinical hours.

The diploma awarded for this program will read as: Master of Science in Nursing Family Nurse Practitioner
**Academic Progression Requirements for the MSN/FNP-CA**

- MSN, and post-master’s certificate students must possess a valid, unrestricted/unencumbered RN license in the state which they are completing clinical hours or possess a valid, unrestricted/unencumbered compact (multistate) state license that is recognized in the state in which they are completing clinical hours. RN licenses must be valid and unrestricted/unencumbered in all states and jurisdictions in which the applicant holds an active nursing license.

All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.

- All General Policies and Standards as listed in the Nursing Program Handbook must be met and verified prior to any clinical experience and must be maintained throughout the duration of all clinical activities.

- 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” 15 panel, plus alcohol drug test.

**Minimum Grade Requirements for the MSN/FNP-CA**

- All students are required to earn a minimum grade of "B" in all MSN/FNP-CA graduate level courses. Grades “B-” are not accepted. A student receiving a grade that does not meet this academic standard will be scholastically disqualified and will not be allowed to continue in the program until the course has been successfully repeated. Students are allowed one attempt to repeat only one (1) nursing course. If a passing grade is not earned, the student will be scholastically suspended, permanently withdrawn, from the program. Students may only repeat one class which caused them to be placed on Scholastic Disqualification one time.

- 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 Program 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 Program 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 MSN/FNP-CA**

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 32 credits in the Required Course of Study, must be completed at UOPX.

Students with a previously completed MSN degree from any institution will be eligible to waive NRP 513CA upon admission to MSN/FNP-CA.

Students in this program may waive a maximum of 16 credits from their required course of study upon review by the Dean of Nursing via a SAC Appeal.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.

Waiver of NRP 507CA Advanced Pharmacology course must be reviewed by Nurse Practitioner Program Director.

The following courses in the Required Course of Study may not be approved institutional accreditation, or that is a candidate for approved institutional accreditation. The following courses in the Required Course of Study may not be waived: NRP 531CA, NRP 543CA, NRP 555CA, NRP 556CA, NRP 563CA, NRP 571CA, NRP 590CA.

**Re-entry for the MSN/FNP-CA**

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center.
- No appeals will be accepted for re-entry to an expired program.
Master of Science in Nursing/Family Nurse Practitioner Bridge (California)

The following Master of Science in Nursing/Family Nurse Practitioner Bridge (California) (MSN/FNP-CA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Nursing (MSN) program enhances the knowledge and skills of registered nurses with baccalaureate degree preparation. The program prepares registered nurses to function in leadership and advanced practice roles within the profession. 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. Specialty concentrations allow students to focus learning on developing increased knowledge and skills in a specific area of content or advanced practice role. The baccalaureate degree program in nursing and master's degree program in nursing at University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

View state licensure requirements for this program: http://www.phoenix.edu/colleges/college-of-nursing/state-requirements.html

Program Purpose
The Master of Science in Nursing/Family Nurse Practitioner is a post-licensure education program designed for nurses with current RN licensure who wish to obtain a master’s degree and prepare for advanced practice as a family nurse practitioner (FNP). The program educationally prepares nurses for advanced practice, including how to function in leadership roles in practice and educational settings, and emphasizes comprehensive, preventative care in addition to treatment. As part of this program, students are required to complete a five-day residency on campus that requires the student to fulfill competency checkoffs of both clinical and procedural skills under the direction of faculty. Graduates are eligible to sit for the American Nurses Credentialing Center’s (ANCC) Family Nurse Practitioner-Board Certified (FNP-BC) credential or the American Association of Nurse Practitioners (AANP) Family Nurse Practitioner-Certified (FNP-C) credential.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College 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 principles in delivering care to patient across the lifespan.
- Students will synthesize state Nurse Practice Acts and/or regulatory guideline to practice lawfully.

Preferred Sequence and Prerequisites for MSN/FNP-CA

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 Nursing recommends the following course selections to satisfy the bridge requirements:

**Nursing Bridge 1**

- NSG 416CA.................................................................3 credits

**Theoretical Development and Conceptual Frameworks**

**Nursing Bridge 2**

- NSG 451CA.................................................................3 credits

**Professional Nursing Leadership Perspectives**

**Nursing Bridge 3**

- NSG 456CA.................................................................3 credits

**Research Outcomes Management for the Practicing Nurse**

**Required Course of Study**

**Students must successfully complete all clinical requirements in the 5 day immersive experience (residency) during the final week of NRP 571CA.**

- NRP 513CA ..............................................................4 credits

**Clinical Applications of Theory and Research**

- NRP 508CA ~ ..............................................................4 credits

**Health Policy and Role of the Advanced Practice Nurse**

- NRP 511CA ~ ..............................................................4 credits

**Advanced Pathophysiology**

- NRP 507CA ~ ..............................................................4 credits

**Advanced Pharmacology**

- NRP 531CA ~ ..............................................................4 credits

**Advanced Health Assessment I**

- NRP 571CA ~ ..............................................................4 credits

**Advanced Health Assessment II and Clinical Procedures**

- NRP 555CA ~ ..............................................................4 credits

**Adult and Geriatric Management I**

- NRP 556CA ~ ..............................................................4 credits

**Adult and Geriatric Management II**

- NRP 563CA ~ ..............................................................4 credits

**Management of Women’s Health Issues**

- NRP 543CA ~ ..............................................................4 credits

**Management of Pediatric and Adolescent Populations**

- NRP 590CA ~ ..............................................................8 credits

**Final Preceptorship**

The University reserves the right to modify the required course of study.
Additional Admission Requirements for the MSN/FNP-CA
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher with an upper division major in nursing from a college or university with approved institutional accreditation, or comparable undergraduate bachelors degree or higher 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 undergraduate degree or higher in a field other than nursing from a college or university with approved institutional accreditation are required to enroll in the MSN/FNP-CA Bridge program.
- A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Equivalent grade of “C” or better in undergraduate core science courses. Core science courses may include: Chemistry, Biology, Anatomy & Physiology, Pharmacology, Pathophysiology and Microbiology.
- A minimum equivalent of three years of full-time post high school work experience within the past ten years of which two years must be in clinical based RN experience. Full-time work is defined as 32 hours per week for the MSN/FNP-CA program.
- Applicants must reside in the United States or in one of the US Territories with documentation of a valid, unrestricted/unencumbered RN license 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. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico
- Signed Professional Non-Academic Requirement form
- Signed Residency Agreement form
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Completed and verified negative criminal background check; criminal background check cannot have been completed more than one year prior to the Enrollment Agreement sign date.
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Clinical Assurance Statement form
- Successful completion of FNP 101, MSN/FNP Program Orientation. If the student does not pass their first attempt of FNP 101 because of an unacceptable grade, the student may make a second attempt to complete FNP 101 within 90 days. A student failing FNP 101 on the second attempt must wait 6 months before reapplying. Failing FNP 101 is limited to a total of three attempts.

Degree Requirements for the MSN/FNP-CA
- Completion of a minimum of 57 credits.
- A minimum program grade point average (GPA) of 3.0.
- Grades earned in MSN bridge courses are calculated in the MSN grade point average (GPA).
- Satisfactory completion of the Nurse Practitioner Preceptorship and all required clinical hours.
- The diploma awarded for this program will read as: Master of Science in Nursing Family Nurse Practitioner

Academic Progression Requirements for the MSN/FNP-CA
- MSN, and post-master’s certificate students must possess a valid, unrestricted/unencumbered RN license in the state which they are completing clinical hours or possess a valid, unrestricted/unencumbered compact (multistate) state license that is recognized in the state in which they are completing clinical hours. RN licenses must be valid and unrestricted/unencumbered in all states and jurisdictions in which the applicant holds an active nursing license.
- All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- All General Policies and Standards as listed in the Nursing Program Handbook must be met and verified prior to any clinical experience and must be maintained throughout the duration of all clinical activities.
- 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” 15 panel, plus alcohol drug test.
Minimum Grade Requirements for the MSN/FNP-CA

- All students are required to earn a minimum grade of “B” in all MSN/FNP-CA graduate level courses. Grades “B-” are not accepted. Students in the Bridge version of the MSN/FNP-CA are required to earn a minimum grade of “C” in the MSN bridge courses. Grades “C-” are not accepted. A student receiving a grade that does not meet this academic standard will be scholastically disqualified and will not be allowed to continue in the program until the course has been successfully repeated.

- Students are allowed one attempt to repeat only one (1) nursing course. If a passing grade is not earned, the student will be scholastically suspended, permanently withdrawn, from the program. Students may only repeat one class which caused them to be placed on Scholastic Disqualification one time.

- 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 Program 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 Program 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 MSN/FNP-CA

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 32 credits in the Required Course of Study, must be completed at UOPX.

Students with a previously completed MSN degree from any institution will be eligible to waive NRP 513CA upon admission to MSN/FNP-CA.

Students in this program may waive a maximum of 16 credits from their required course of study upon review by the Dean of Nursing via a SAC Appeal.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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.

Waiver of NRP/507CA Advanced Pharmacology course must be reviewed by Nurse Practitioner Program Director.

The following courses in the Required Course of Study may not be waived: NRP 531CA, NRP 543CA, NRP 555CA, NRP 556CA, NRP 563CA, NRP 571CA, NRP 590CA

Re-entry for the MSN/FNP-CA

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center.
- No appeals will be accepted for re-entry to an expired program.

Doctor of Nursing Practice

The following Doctor of Nursing Practice (DNP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Doctor of Nursing Practice (DNP) builds on the foundation of the graduate nursing competencies. Students who have achieved a master’s in nursing will complete 31 credits in doctoral education. Program content focuses on advocacy; scientific evidence and innovations for improvement in patient and health care outcomes; leadership strategies; and accountability to transform health care delivery by designing, evaluating, and continuously improving the context within health care delivery. Graduates are prepared for the expanding role functions and the needs of advanced nursing practice. Graduates of the DNP, with a blend of clinical, organizational, economic, and leadership skills, are prepared to significantly influence health care outcomes.

Program Purpose

The Doctorate of Nursing Practice degree program prepares graduates in innovative and evidence-based nursing practice that integrates evaluation and application of research evidence and leadership into practice, and develops a commitment to scholarship and advancement of the nursing profession. This program does not prepare students for any type of professional certification or state licensure as a nurse or an Advanced Practice Nurse.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College 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 scientific underpinnings and advocacy to advance nursing practice and improve the health care environment.
- Students will employ leadership strategies to improve health care outcomes.
- Students will translate scientific evidence and innovations to improve population health status and care outcomes.
- Students will demonstrate advanced practice judgment, systems thinking and accountability in designing, delivering and evaluating evidence based practice to improve health outcomes.
DNP 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 of Practice Scholarship, 1 total credit
DNP 700 ~ ................................................................. 1 credit
DNP Expectations Seminar
Improvement Science, 9 total credits
DNP 701 ~ ................................................................. 3 credits
Biostatistics and Epidemiology
DNP 710 ~ ................................................................. 3 credits
Evidence-Based Practice Measurement and Clinical Inquiry
DNP 715 ~ ................................................................. 3 credits
Information Systems and Health Care Delivery Technology
Leadership, 6 total credits
DNP 725 ~ ................................................................. 3 credits
Policy and Regulation in Health Care
DNP 730 ~ ................................................................. 3 credits
Organizational and Systems Leadership
Advanced Nursing Practice, 6 total credits
DNP 705 ~ ................................................................. 3 credits
Philosophy, Theory, and Science for Nursing Practice
DNP 740 ~ ................................................................. 3 credits
Clinical Prevention and Population Health
DNP Applied Project, 9 total credits
DNP 750 ~ ................................................................. 3 credits
DNP Applied Project I
DNP 751 ~ ................................................................. 3 credits
DNP Applied Project II
DNP 752 ~ ................................................................. 3 credits
DNP Applied Project III
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the DNP
All applicants are expected to meet the following admissions requirements:
• A master’s degree or higher in nursing (MSN or MN) from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher 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 GPA of 3.0 for all coursework listed on the MSN or MN degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• A minimum equivalent of three years of full-time, post high school work experience within the past ten (10) years, of which one (1) year must be in a job that requires a RN license within the past three (3) years. Full-time work is defined as 32 hours per week for the DNP program.

• Current employment in a nursing role or access to an appropriate health care organization environment in which to complete the work-related course assignments.
• Approval of the Associate Dean or designee is required on the applicant’s Program Eligibility Verification form, which validates an approved admission essay.
• Applicants residing in the continental United States or in one of the US Territories must have documentation of a valid, unrestricted, unencumbered RN license in all states in which an applicant holds an active nursing license. Applicants from the following territories must also hold a RN license obtained by taking the NCLEX-RN exam. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  • Guam
  • American Samoa
  • Northern Mariana Islands
  • US Virgin Islands
  • Puerto Rico
• International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  • Completion of a nursing diploma, associate’s 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 ICN (International Consultants of Delaware) for RN equivalency.
  • All Canadian students must complete the 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
  • A signed current Hardware/Software agreement verifying Internet access and multimedia equipped computer.
  • A signed Research Library Access Agreement.
  • 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
  • Effective for admission applications or program change enrollment agreements signed 10/1/2020 or later, applicants must successfully complete DNP 101, DNP Program Orientation. If the student does not pass their first attempt of DNP 101, the student may make a second attempt to complete DNP 101 within 90 days of the end date of the first DNP 101 course. A student failing DNP 101 on the second attempt must wait 6 months from the end date of the second attempt before reapplying. Passing DNP 101 is limited to a total of three attempts.
Degree Requirements for the DNP

DNP students are subject to the following degree requirements:

- A minimum of 31 doctorate credits in the Required Program Category Sequence.
- A minimum grade point average (GPA) of 3.0.
- Students must earn a minimum of 1000 hours of post-baccalaureate practice to achieve the eight Essentials of the DNP. Episodic advanced nursing practice experiences are integrated throughout the curriculum with project courses. Within the immersion practice courses students apply, integrate, and synthesize the DNP Essentials to a leadership focused area of practice (including care management of individuals and populations, administration of nursing or healthcare organizations, health policy development and implementation), validated by measured milestones that culminate in a final DNP Applied Project.
- Written approval of the DNP Applied Project Proposal.
- Successful oral defense and written completion of the final DNP Applied Project.
- Students must earn a minimum of 1000 hours of post-baccalaureate practice to achieve the eight Essentials of the DNP. Episodic advanced nursing practice experiences are integrated throughout the curriculum with project courses. Within the immersion practice courses students apply, integrate, and synthesize the DNP Essentials to a leadership focused area of practice (including care management of individuals and populations, administration of nursing or healthcare organizations, health policy development and implementation), validated by measured milestones that culminate in a final DNP Applied Project.
- The diploma awarded for this program will read as: Doctor of Nursing Practice

Academic Progression for the DNP

- Students will be allowed to have only one incomplete (I, IX, or IP) grade on their records at a time.
- Students must have an executed affiliation agreement or signed agency permission form prior to DNP 750. Failure to have this completed will result in the removal of the student's future schedule.
- Students must submit and receive written approval of the DNP Applied Project precis paper prior to enrollment in DNP 751.
- Students must be enrolled in, or have successfully completed, the appropriate DNP Applied Project course to submit the Applied Project Proposal, Applied Project Final Paper, and complete the Oral Defense.
- DNP Applied Project Proposal approval prior to enrollment in DNP 752.
- Applied Project Proposal approval must be renewed if the final DNP Applied Project is not approved within 2 years of the approval date.
- Students must have one DNP Applied Project committee member, serving as committee chair (mentor), who has earned a practice or research doctorate in nursing from an accredited institution.
- Students may not be enrolled in more than one course at a time.
- 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.

Academic Standing and Minimum Grade Requirements for the DNP

- Students must successfully complete all program courses with a grade of “B-” or better before proceeding to the next course. If students do not pass the courses with a “B-” or better, they will be scholastically disqualified. Students who fail to meet the minimum grade requirement will be allowed to repeat one course 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 DNP program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Meet with a College Representative, 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 the College Representative, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- 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 DNP program.

Practicum Requirements

- Up to 500 DNP practice hours may be awarded upon enrollment for:
  - National certification for advanced nursing practice,
  - Master’s nursing program practicum (academically supervised Master’s Essentials)
  - Committee or Office within a State, National, or International professional nursing organization
  - Participant in policy development and implementation
  - Other advanced practice activities that meet DNP Essentials
- The remaining required hours will be attained across the program with the following percent achievement levels prior to beginning the following DNP practice courses:
  - DNP 750 - 20%
  - DNP 751 - 50%
  - DNP 752 - 90%

Residency Requirements for the DNP

- Students must meet established University residency requirement for degree conferral. The University requires that 31 credits in the Required Course of Study, must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the DNP

- 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.
- Students seeking re-entry into a program version that is accepting new enrollments and is the most current in their state or jurisdiction are required to submit an appeal to the Student Appeals Center.
- No appeals will be accepted for re-entry to an expired program.
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.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Master of Arts in Education/Administration and Supervision (MAED/ADM) is an Arizona-based program for initial principal licensure that provides the academic preparation to sit for initial principal certification exams in select states.

Principal licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home-state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona principal license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/principal-licensure.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/principal-licensure.html to see your state’s requirements. 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
Additional Admission Requirements for the MAED/ADM

Students must also choose an elective from one of the following:

- AET 560: Facilitating Change ...................................................... 3 credits
- AET 562: Social Media for Professional Learning ......................... 3 credits
- CUR 550: Engaging in Communities of Practice .......................... 3 credits
- CUR 555: Professional Learning for Continuous Improvement ....... 3 credits
- ADMIN 591A: Principal Internship Part I: Instructional Leadership 1 credit
- ADMIN 591B: Principal Internship Part II: Organizational Management 1 credit
- ADMIN 591C: Administrative Internship Part III: Professional Practice 1 credit
- ADMIN 590: Human Resources Leadership and Management .......... 3 credits
- ADMIN 595: School Improvement Processes ................................. 3 credits

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 or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation or equivalent undergraduate degree or higher 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 equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.
  - Illinois residents: A minimum of 30 months of instructional experience in a P-12 setting.
  - Idaho Residents: A minimum of 30 months of instructional experience in a P-12 setting.
  - Nevada Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Delaware Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Guam Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Louisiana Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - New Hampshire Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - New Jersey Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - US Virgin Islands Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - New Mexico Residents: A minimum of 54 months of instructional experience in a P-12 setting.
  - Pennsylvania Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Idaho Residents: A minimum of 30 months of instructional experience in a P-12 setting.
  - New Hampshire Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - New Jersey Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Louisiana Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Guam Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Delaware Residents: A minimum of 42 months of instructional experience in a P-12 setting.
  - Pennsylvania Residents: A minimum of 42 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.
  - Applicants must provide evidence of a current teaching license.
  - The current teaching license must be a renewable standard or professional license. Licenses that are designated as temporary, substitute, emergency, probationary, intern, or other non-professional licenses will not be accepted.
  - A signed MAED/ADM New Student Checklist.
  - A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
  - Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.
Additional Admission Requirements for Maryland Residents with Admissions Application or Program Change Agreement Signed 1/1/2020 or Later

- Completion of 3 semester hours in Special Education must be verified for admission.

Additional Admission Requirements for Montana Residents with Admissions Application or Program Change Agreement Signed 1/1/2020 or Later

- Completion of the online course, An Introduction to Indian Education for All, must be verified for admission.

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.
- State Specific Requirements: Students residing in the states below must complete additional coursework prior to degree conferral
  - Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:
    - Maryland Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Maryland must provide verification of the following:
      - Completion of three (3) semester hours in Special Education
    - Montana Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:
      - Completion of the online course, An Introduction to Indian Education for All in Montana
    - South Dakota: Students residing in South Dakota must provide verification of the following:
      - Suicide Awareness and Prevention Training
      - South Dakota Indian Studies course
    - The diploma awarded for this program will read as: Master of Arts in Education Administration and Supervision

Minimum Grade Requirement for the MAED/ADM

- Candidates must earn a "B" or better in all internship courses in order to complete this program. Grades of "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 and required to complete a remediation process prior to repeating the course and/or internship: ADMIN 591A, ADMIN 591B, ADMIN 591C
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

- 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 32 graduate level credits at the University. Students in this program may waive a maximum of 6 credits from their required course of study. To be granted a waiver, the candidate must provide verification of the following:

- The course must have been completed at a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
- 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: ADMIN 591A, ADMIN 591B, ADMIN 591C, COM 516, EDD 581.

The College of Doctoral 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 Pathway gives students the option to complete doctoral level coursework during a master’s program. The doctoral pathway 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 degree program, students are eligible to satisfy required course(s) within the doctoral degree program.

Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral degree program. Student schedules may need to be adjusted, or students will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic counselor and finance advisor for further information.

Institutional Recommendation for the MAED/ADM

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
• Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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 may be required to verify classroom teaching experience and/or teacher certification prior to being issued an IR. Teaching experience and/or certification requirements vary by state.

Arizona:
• Students must verify three (3) years of classroom teaching experience prior to issuance of Institutional Recommendation.

Illinois and Idaho:
• Students must provide evidence of four (4) years of teaching experience for Institutional Recommendation and/or issuance of an administrative license.

Nevada, Delaware, Guam, Louisiana, New Hampshire, New Jersey, US Virgin Islands, Pennsylvania:
• Students must provide evidence of 5 years of teaching experience for Institutional Recommendation and/or issuance of an administrative license.

New Mexico:
• Students must provide evidence of six (6) years of teaching experience for Institutional Recommendation and/or issuance of administrative license.

Hawaii:
• Students that have applied a course waiver using the Hawaii Certification Institute for School Leaders (HICISL) Program approved by the Hawaii State Department of Education and holding a Professional School Administrator Certificate are not eligible to receive an Institutional Recommendation from the University of Phoenix.

Internship Policies for the MAED/ADM
• The Administrative Internship is a minimum 240-hour placement. Some states may require more than 240 hours for the Administrative Internship. Candidates will be required to follow the guidelines within their state.

• 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.

• Removal from a placement at the request of an appointed administrator from the internship location or UOPX:
  • Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first internship course or while transitioning between their internship courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn from the course. This experience counts as one of their two internship attempts.
  
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their internship courses, will be withdrawn from the internship course, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two internship attempts.
  
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Unapproved self-terminations of an internship:
  • Candidates that execute an unapproved self-termination of an internship, after having met any amount of attendance in their internship courses, will be withdrawn from the internship course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two internship attempts.
  
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates that execute an unapproved self-termination of an internship, after having met any amount of attendance in their internship courses, will be withdrawn from the internship course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two internship attempts.

  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates that do not successfully complete a successive attempt of the internship experience will be removed from the program, placed on Scholastic Suspension, and are not eligible for re-entry.

• Candidates should complete the internship within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the internship courses).

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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.
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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Maryland and Montana residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
- 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 (Non-Licensure) (California)

The following Master of Arts in Education/Administration and Supervision (MAED/ADM2) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Arts in Education/Administration and Supervision program provides a masters degree, non-licensure, for alternative path California approved principal licensed individuals. The program enhances the California Administrative standards by addressing knowledge, skills and dispositions to be successful school leaders who can apply theory to practice. This program encompasses instructional leadership, organizational management, technology management and date-driven decision-making.

Program Purpose

The Master of Arts in Education/Administration and Supervision (non-licensure track) is a graduate degree program intended for CA licensed principals to further expand their education in leadership and theory in education administration. Candidates for this program must have a bachelor’s degree and a CA principal license. This program does not prepare students for any type of professional certification or licensure as a teacher, principal or administrator.

Preferred Sequence for the MAED/ADM2

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

Introduction to Administration and Supervision

Introductory Course, 1 total credit

Professional Communications

Action Research and Evaluation, 4 total credits

Administrative Internship/Practicum, 3 total credits

Additional Electives, 3 total credits

Functions and Strategies, 15 total credits

Administrative Elective, 3 total credits

Supervision of Curriculum, Instruction and Assessment

Human Resources Leadership and Management

Engaging in Communities of Practice

School Improvement Processes

Family, Community and Media Relations

Leadership and Collaborative Processes

Business and Facilities Management

Equity, Diversity, and Access in Education

School Policy and Law for Principals

Professional Communications

Social Media for Professional Learning

Leadership and Collaborative Processes

Business and Facilities Management

Equity, Diversity, and Access in Education

School Policy and Law for Principals

Professional Communications

Social Media for Professional Learning

Leadership and Collaborative Processes

Business and Facilities Management

Equity, Diversity, and Access in Education

School Policy and Law for Principals

Professional Communications

Social Media for Professional Learning
Additional Admission Requirements for the MAED/ADM2
All applicants are expected to meet the following admission requirements:

- Students enrolled in this program must have an undergraduate degree or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, or WSCUC accreditation or equivalent undergraduate degree or higher 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.
- Must be a California resident and have completed a California Commission on Teacher Credentialing approved Administrative Services Preliminary Certificate program, and hold a CA Preliminary Administrator Service Credential or a California Administrative Service Certificate of Eligibility, in addition to their undergraduate degree.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.
- A signed MAED/ADM2 New Student Checklist.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that is earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

Degree Requirements for the MAED/ADM2

- Completion of a minimum of 38 credits.
- A minimum grade point average (GPA) of 3.0.
- 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/ADM2

- Candidates must earn a “B” or better in all internship courses in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course and/or internship: ADMIN 500, ADMIN 518, ADMIN 524, ADMIN 535, ADMIN 555, ADMIN 560, ADMIN 565, ADMIN 570, ADMIN 575, ADMIN 581, ADMIN 594A, ADMIN 594B, ADMIN 594C.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- 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/ADM2

- 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 12 graduate level credits at the University.
- Students in this program may waive a maximum of 26 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, or WSCUC accreditation, or that is a candidate for accreditation.
  - 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.
- Candidates who have successfully completed a California Commission on Teacher Credentialing approved Administrative Services Preliminary Program and hold an approved administrative services credential from the California Commission on Teacher Credentialing that is in good standing have satisfied the principal internship/practicum experience as part of the Administrative Services licensure requirements. These candidates may waive the following courses in this program: ADMIN 500, ADMIN 518, ADMIN 524, ADMIN 535, ADMIN 555, ADMIN 560, ADMIN 565, ADMIN 570, ADMIN 575, ADMIN 581, ADMIN 594A, ADMIN 594B, ADMIN 594C, CUR 555, EDD 581
- The following courses in the Required Course of Study may not be waived: ADMIN 528, ADMIN 555, ADMIN 560, ADMIN 570, COM 516

Internship/Practicum and Field Experience for the MAED/ADM2

Upon the successful completion of a California state license, a California Commission on Teacher Credentialing approved Administrative Services Preliminary Certificate program, CA residents may waive the following practicum and field experiences in this program:

Internship/Practicum Policies

- The Administrative Internship/Practicum is a minimum 240-hour placement. Each campus establishes operational policies related to placement and completion of the internship/practicum. Candidates must follow the guidelines in place at their campus.
• Candidates must take the internship/practicum courses concurrently with the internship/practicum experience. If a candidate chooses to postpone the internship/practicum, he/she must postpone their enrollment in the internship/practicum courses.

• Candidates must pass each Administrative Internship course with a grade of “B” or better in order to avoid Scholastic Disqualification.

• Removal from a placement at the request of an appointed administrator from the internship location or UOPX:
  • Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first internship course or while transitioning between their internship courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn from the course. This experience counts as one of their two internship attempts.
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

  • Candidates who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their internship courses, will be withdrawn from the internship course, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two internship attempts.
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Unapproved self-terminations of an internship:
  • Candidates that execute an unapproved self-termination of an internship, prior to starting and posting attendance in their first internship course or while transitioning between their internship courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the candidates’ successful completion of their supplemental standards remediation process. This experience counts as one of their two internship attempts.
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

  • Candidates that execute an unapproved self-termination of an internship, after having met any amount of attendance in their internship courses, will be withdrawn from the internship course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two internship attempts.
  -Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates that do not successfully complete a successive attempt of the internship experience will be removed from the program, placed on Scholastic Suspension, and are not eligible for re-entry.

• Candidates should complete the internship within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the internship courses).

Field Experience

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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

Re-entry for the MAED/ADM2

• Candidates who have been out of attendance for more than one year and have completed all degree requirements except clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.

• Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 MAED/ADM2

• The MAED/ADM2 program is Non-Licensure. Graduates of this program will not receive an IR.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Master of Arts/Adult Education and Training (MAED/AET) program is to develop skills and knowledge of individuals interested in working with adult learners. 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 educators and trainers.

The Master of Arts/Adult Education and Training (MAED/AET) program is designed for individuals interested in working with adult learners.

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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 500</td>
<td>Organizational Communication for Adult Education and Training</td>
<td>3</td>
</tr>
<tr>
<td>AET 508</td>
<td>Foundations of Adult Learning Theory</td>
<td>3</td>
</tr>
<tr>
<td>CUR 516</td>
<td>Curriculum Theory and Instructional Design</td>
<td>4</td>
</tr>
<tr>
<td>CUR 518</td>
<td>Multicultural Strategies for the Adult Learner</td>
<td>3</td>
</tr>
<tr>
<td>CUR 528</td>
<td>Assessment of Learning</td>
<td>3</td>
</tr>
<tr>
<td>CUR 532</td>
<td>Facilitating Change</td>
<td>3</td>
</tr>
<tr>
<td>AET 552</td>
<td>Marketing Adult Education</td>
<td>3</td>
</tr>
<tr>
<td>AET 560</td>
<td>Facilitating Online Learning</td>
<td>3</td>
</tr>
<tr>
<td>AET 562</td>
<td>Change</td>
<td>3</td>
</tr>
<tr>
<td>CUR 570</td>
<td>Social Media for Professional Learning</td>
<td>3</td>
</tr>
<tr>
<td>CUR 528</td>
<td>Curriculum Theory and Instructional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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
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 college or university with approved institutional accreditation, or that is a candidate for accreditation.
- 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.

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:

### Academic Progression for the MAED/AET

Students must successfully complete COM 520 as the first course in the program.

### 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

<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>
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<tr>
<td></td>
<td>CUR 528 (3 credits)</td>
<td>MTE 562 (3 credits)</td>
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<tr>
<td>Total credits: 10</td>
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<td>Total credits: 8</td>
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<td></td>
<td>Or</td>
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<tr>
<td></td>
<td>MTE 516 (3 credits)</td>
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<td></td>
<td>ELM 533 (3 credits)</td>
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<tr>
<td></td>
<td>MTE 511 (3 credits)</td>
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<tr>
<td>Total credits: 9</td>
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<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>
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<tr>
<td>Total credits: 10</td>
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<td>Total credits: 8</td>
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<td></td>
<td>Or</td>
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<tr>
<td></td>
<td>MTE 516 (3 credits)</td>
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<tr>
<td></td>
<td>SEC 533 (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTE 511 (3 credits)</td>
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<tr>
<td>Total credits: 9</td>
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<td></td>
</tr>
<tr>
<td>MAED/SPE</td>
<td>CUR 516 (4 credits)</td>
<td>MTE 508 (3 credits)</td>
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<tr>
<td></td>
<td>and SPE 511 (3 credits)</td>
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<td>-or-</td>
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<tr>
<td></td>
<td>SPE 578 (3 credits)</td>
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<td>and</td>
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</tr>
<tr>
<td></td>
<td>SPE 546 (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPE 584 (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

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.

The following course(s) may not be waived: COM 520
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) program is a graduate degree program preparing candidates for initial 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 knowledge, skills, and dispositions 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. Clinical Practice (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 clinical practice 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 clinical experiences covering a variety of developmental levels. The focus of each experience will relate to specific course content and professional preparation. Documentation will be maintained in the student's professional portfolio.

View state licensure requirements for this program:
https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

The Master of Arts in Education/Elementary Teacher Education (MAED/TED-E) is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states. Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Purpose
The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended for 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 demonstrate mastery of content and content pedagogical knowledge through the use of discipline-specific practices to advance student learning in the elementary classroom.
- Students will self-reflect to evaluate effective professional practice in elementary education.
- Students will demonstrate professional dispositions and ethical conduct in their instructional practices in elementary education.
- Students will evaluate the diverse needs of learners to differentiate instruction in the elementary classroom.
- Students will develop innovative instructional strategies that 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). Candidates in the MAED/TED programs are required to complete a minimum number of credits in each of the Program Requirement Categories. The number of required credits and courses available to fulfill these requirements are noted below.

**Orientation, 0 total credits**
MTE 001 ................................................................. 0 credits
Orientation to Teacher Education

**Introductory Course, 1 total credit**
MTE 510 ~............................................................... 1 credit
Professional Knowledge, Skills, and Dispositions

**Foundations of Education, 3 total credits**
MTE 516 ~............................................................... 3 credits
Foundations of the Professional Educator

**Educational Theories and Models, 6 total credits**
ELM 533 ~............................................................... 3 credits
Instruction and Assessment for Diverse Learners
ELM 532 ~............................................................... 3 credits
Creating an Effective Learning Environment

**Human Development, 3 total credits**
MTE 511 ~............................................................... 3 credits
Child/Adolescent Growth, Development, and Learning

**Assessment, 3 total credits**
MTE 513 ~............................................................... 3 credits
Evaluation and Data Literacy

**Reading, 6 total credits**
ELM 534 ~............................................................... 3 credits
Elements of Literacy Content and Curricular Knowledge
ELM 535 ~............................................................... 3 credits
Application of Research-Based Literacy Instruction

**Special Populations, 6 total credits**
SEI 504 ~............................................................... 3 credits
Structured English Immersion-Elementary
MTE 512 ~............................................................... 3 credits
Teaching the Exceptional Learner

**Content and Curricular Knowledge, 9 total credits**
ELM 536 ~............................................................... 3 credits
Social Studies Content and Curricular Knowledge
ELM 537 ~............................................................... 3 credits
Science Content and Curricular Knowledge
ELM 538 ~............................................................... 3 credits
Mathematics Content and Curricular Knowledge

**Elective, 2 total credits**
Candidates who do not reside in Arizona, New Jersey, New Mexico, and Texas must complete:

HIS 518 ................................................................. 2 credits
U.S. Constitution

Candidates who reside in Arizona, New Jersey, New Mexico, and Texas must complete:

HIS 514 ................................................................. 1 credit
AZ Constitution
HIS 516 ................................................................. 1 credit
U.S. Constitution

**Clinical Practice, 6 total credits**
EDD 583 ~............................................................... 6 credits
Clinical Practice

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 or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation or equivalent undergraduate degree or higher 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 using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on the approved UOPX 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.

- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

**Additional Elementary Admission Requirements for Georgia**

Georgia residents seeking a Georgia certificate must:

- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

**Additional Elementary Admission Requirements for Maine**

Students enrolled in the MAED/TED-E program and residing in the state of Maine must provide a transcripted verification of a minimum of 6 semester hours in Mathematics, 6 semester hours in English, 6 semester hours in Science, and 6 semester hours of Social studies.

**Additional Elementary Admission Requirements for Montana**

Students residing in Montana must provide verification of the following:

- Completion of the online course, An Introduction to Indian Education for All in Montana
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 on the student's file and uploaded to the student's official record.

Requirements:
• Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.
• 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 45 credits.
• A minimum grade point average (GPA) of 3.0.
• Completion of Teacher Performance Assessment.
• Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
• Students must take courses within a sequence specified by course prerequisite requirements.
• Completion of My Time Log (100 hours or as required by state of residency). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• 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 must complete the 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 clinical practice placement. Candidates must provide:
  • Verification of negative TB test results, or other TB clearance documentation (District specific).
  • Passing scores on the designated state content knowledge exam (elementary content).

Minimum Grade Requirements for the MAED/TED-E

• Candidates must earn a “B” or better in the Clinical Practice Seminar in order to complete this program. Grades of “B-” are not accepted. Students who fail to receive a minimum grade of “B” in the following course will be Scholastically Disqualified from the University and required to complete a remediation process prior to repeating the course and/or the clinical practice placement: EDD 583
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
• If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended and 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, or WSCUC accreditation, or that is a candidate for accreditation.
• 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: EDD 583, ELM 533, ELM 535, ELM 536, ELM 537, ELM 538, MTE 001, MTE 510, MTE 512, MTE 513

Arizona residents may waive SEI 504 or SEI 506 if they meet one of the following requirements:

• Completion of an Arizona Department of Education (ADE) approved SEI course(s) at an institution of higher education.
• Completion of an Arizona Department of Education (ADE) approved district/individual trainer led workshop. Candidates must provide evidence of the completion of a state approved workshop that is a minimum of 45 clock hours to be eligible for this waiver.
• Verification of one of the following endorsements:
  • Arizona Full SEI Endorsement (SEI 504 or SEI 506) Candidates who hold this endorsement may waive SEI 504 or SEI 506 with credit.
  • Arizona English as a Second Language Endorsement (SEI 504 or SEI 506) Candidates who hold this endorsement may waive SEI 504 or SEI 506 with credit.

Students may satisfy HIS 514 (AZ, NJ, NM, and TX) using one of the following methods:

• Successful completion of HIS 514 or equivalents.
• Completion of a college-level Arizona Constitution course at the graduate or undergraduate level with a grade of “C” or better from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SASCSCOC, or WSCUC accreditation.
• Completion of the Arizona Constitution AEPA Exam

Students may satisfy HIS 516 (AZ, NJ, NM, and TX) or HIS 518 (all other states) using one of the following methods:

• Successful completion of HIS 516 or HIS 518 or equivalents.
• Completion of a college-level U.S. Constitution course at the graduate or undergraduate level from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SASCSCOC, or WSCUC accreditation.
• Completion of the U.S Constitution AEPA Exam

Students who complete the Teach for America Summer Institute are eligible to waive the following courses 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>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 516, MTE 511</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 516, MTE 511</td>
</tr>
</tbody>
</table>

Candidates who have completed the 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
• Completion of Teacher Performance Assessment
• Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
• Completion of My Time Log (100 hours or as required by state of residency)
• Passing scores on the designated state content knowledge exam

Candidates who have completed the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E AZ) or Alternative Pathway/Secondary Certificate (CERT/AP-S AZ) from University of Phoenix are eligible to apply completed coursework from the certificate program to fulfill requirements within this program.

Students who waive courses using the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E AZ) or Alternative Pathway/Secondary Certificate (CERT/AP-S AZ) may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Arizona Alternative Pathway Certificate Course Waiver Form.

Clinical Experience and Clinical Practice for the MAED/TED-E Clinical Practice Policies

• Clinical practice is a full-time experience. Each campus establishes operational policies related to placement and completion of clinical practice. Candidates must follow the guidelines in place at their campus.
• Candidates must take the Clinical Practice Seminar concurrently with the clinical practice placement. Candidates who choose to postpone clinical practice must postpone their enrollment in the clinical practice course.
• Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
  • Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their clinical practice seminar will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  • Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.
• Candidates who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of "F", and placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.

  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Unapproved self-terminations of a clinical practice:
  - Candidates that execute an unapproved self-termination of clinical practice, prior to starting and posting attendance in their clinical practice seminar will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates who do not successfully complete their mid-term evaluation:
  - Candidates who do not successfully complete their mid-term evaluation in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of "F", and will be placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
  
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates who do not successfully complete their mid-term evaluation:
  - Candidates who do not successfully complete their mid-term evaluation in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of "F", and will be placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
  
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Clinical practice can only be repeated one time.

• Candidates who do not successfully complete a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, and are not eligible for re-entry.

• Candidates enrolled in the MAED/TED program must complete their clinical practice in the subject area in which a passing score was achieved on the content knowledge assessment exam.

• Candidates enrolled in the MAED/TED-E program wishing to do their student teaching in a single subject in grades 6 - 8 must provide the following prior to Student Teaching:
  
  - Passing scores on the state mandated content exam for elementary
  
  - Passing scores on the state mandated content exam for the single subject content area the candidate would like to teach in grades 6-8. The candidate must ensure that the elementary grade span recognized by the teacher licensing body in his/her state of residence includes the desired 6-8 grade level.

• Candidates in the MAED/TED program may not complete their clinical practice in special education.

• MAED/TED candidates, who are currently employed as the teacher of record in a public school 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), may be eligible to ‘student teach’ or ‘validate’ in their current classroom, while completing the programs culminating Clinical Practice courses. 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 Clinical Practice courses and complete and upload the Teacher Performance Assessment.

• Students should complete student teaching within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).

• Students must complete a minimum of 12 weeks of clinical practice, including the completion of a Teacher Performance Assessment.

• Students must submit their Teacher Performance Assessment.

• Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

Out of state Clinical Practice
Candidates who are unable to complete their clinical practice experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their clinical practice 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 clinical practice placement.

• Candidates must enroll in the remaining Clinical Practice Seminars online while completing their clinical practice experience.

• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

Clinical Experience
Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours (or as required by state of residency) of verified clinical experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate’s program. Documentation of clinical experience will be reviewed by campus staff and faculty prior to
Candidates must meet all current program requirements prior to Institutional Recommendation for the MAED/TED-E. Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master program. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact campuses: Online, depending on state of residency. The MAED/TED-S program may be offered at these University of Phoenix site and with a University of Phoenix faculty supervisor. All clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administra-

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice 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 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/TED-E

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.
- Georgia candidates must receive a grade of B or better in MTE 512 (or an equivalent) to be eligible for an IR.
- Arizona, New Jersey, New Mexico, and Texas candidates must provide verification of United States Constitution and Arizona Constitution coursework or AEPA Exam.

Arizona Teaching Intern Certificate Route

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation.
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate’s program of enrollment and content knowledge exam.
- Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
- Passing scores on the designated state content knowledge exam.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:

- Students must be continuously enrolled
- Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Master of Arts in Education/Secondary Teacher Education (Arizona)

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 initial teacher licensure for instruction in secondary education. The guiding philosophy of the MAED/TED-S program is to provide adult students who already have degrees in disciplines other than education with the knowledge, skills, and dispositions to become competent and effective secondary educators. Rigorous course work, clinical experience, and clinical practice are integral components of this program. Candidates complete a minimum of 100 hours of verified field-based clinical experiences at appropriate grades and content levels to prepare them for a culminating clinical practice as a student teacher. During their clinical practice (student teaching), candidates work with a cooperating teacher at a school site and with a University of Phoenix faculty supervisor. All clinical experiences are aligned to state and professional standards and prepare candidates to be effective educational professionals. View state licensure requirements for this program:
The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states. Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home-state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education). After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach. This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Purpose
The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program intended for 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 demonstrate mastery of content and content pedagogical knowledge through the use of discipline-specific practices to advance learning in secondary education.
- Students will engage in self-reflection to evaluate and improve professional practice to enhance student learning in secondary education.
- Students will demonstrate professional dispositions and ethical conduct in their instructional practices and collaboration with learning communities in secondary education.
- Students will demonstrate a respect for diversity in their evaluation of the diverse needs of learners through continuous data analysis and adjustment of instructional strategies in secondary education.
- Students will demonstrate effective and innovative practices to improve student learning through applying current research to instructional strategies and integrating technology in secondary education.

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). Candidates in the MAED/TED programs are required to complete a minimum number of credits in each of the Program Requirement Categories. The number of required credits and courses available to fulfill these requirements are noted below.

Orientation, 0 total credits
MTE 001 ~ ................................................................................0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
MTE 510 ~ ................................................................................1 credits
Professional Knowledge, Skills, and Dispositions

Foundations of Education, 3 total credits
MTE 516 ~ ................................................................................3 credits
Foundations of the Professional Educator

Educational Theories and Models, 6 total credits
SEC 533 ~ ................................................................................3 credits
Instruction and Assessment for Diverse Learners
SEC 532 ~ ................................................................................3 credits
Secondary - Creating an Effective Learning Environment

Human Development, 3 total credits
MTE 511 ~ ................................................................................3 credits
Child / Adolescent Growth, Development, and Learning

Assessment, 3 total credits
MTE 513 ~ ................................................................................3 credits
Evaluation and Data Literacy

Reading, 3 total credits
SEC 534 ~ ................................................................................3 credits
Reading in the Content Area

Special Populations, 6 total credits
SEI 506 ~ ................................................................................3 credits
Structured English Immersion - Secondary
MTE 512 ~ ................................................................................3 credits
Teaching the Exceptional Learner

Technology, 3 total credits
MTE 517 ~ ................................................................................3 credits
Technology Integration for Educators
Content and Curricular Knowledge, 3 total credits
SEC 535 ~ ................................................................. 3 credits
English/Language Arts Content and Curricular Knowledge
SEC 536 ~ ................................................................. 3 credits
Social Studies Content and Curricular Knowledge
SEC 537 ~ ................................................................. 3 credits
Secondary Content and Curricular Knowledge
SEC 538 ~ ................................................................. 3 credits
Mathematics Content and Curricular Knowledge
SEC 540 ~ ................................................................. 3 credits
Science Content and Curricular Knowledge

Elective, 2 total credits
Candidates who do not reside in Arizona, New Jersey, New Mexico, and Texas must complete:
HIS 518 ................................................................. 2 credits
U.S. Constitution
Candidates who reside in Arizona, New Jersey, New Mexico, and Texas must complete:
HIS 514 ................................................................. 1 credit
AZ Constitution
HIS 516 ................................................................. 1 credit
U.S. Constitution

Clinical Practice, 6 total credits
EDD 583 ................................................................. 6 credits
Clinical Practice

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 or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation or equivalent undergraduate degree or higher 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 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 UOPX 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.
• A signed MAED/TED New Student Checklist
• A completed Content Area Declaration Form
• A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

Additional Secondary Admission Requirements for Georgia
Georgia residents seeking a Georgia certificate must:
• Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  • Completion of GACE Educator Ethics Assessment
  • Signed Pre-service certification application
  • Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  • Completed Background Check Form

Additional Secondary Admission Requirements for Colorado
• To be admitted, students in the MAED/TED-S program residing in Colorado, must provide transcripted verification of a minimum of 24 semester credit hours in their secondary endorsement area if there is no content exam available in the endorsement area.

Additional Secondary Admission Requirements for Kansas:
• Students enrolled in the MAED/TED-S program and residing in the state of Kansas must provide a transcripted verification of a minimum of 24 semester credit hours in their secondary content area prior to admission to the University.

Additional Secondary Admission Requirements for Maine:
• Students enrolled in the MAED/TED-S program and residing in the state of Maine must provide a transcripted verification of a minimum of 24 semester credit hours in their secondary content area prior to admission to the University.

Additional Secondary Admission Requirements for Nevada:
• Students enrolled in the MAED/TED-S program and residing in the state of Nevada must have a Comprehensive major with transcripted verification of a minimum of 36 credit hours, or a Single Subject major with transcripted verification of a minimum of 30 credit hours in a secondary content area recognized by the Nevada Department of Education, prior to admission to the University.

Additional Secondary Admission Requirements for Rhode Island:
• Students enrolled in the MAED/TED-S program and residing in the state of Rhode Island must provide a transcripted verification of a minimum of 24 semester credit hours in their secondary content area or transcripted major in their secondary content area prior to admission to the University.

Additional Secondary Admission Requirements for Tennessee:
• Students enrolled in the MAED/TED-S program and residing in the state of Tennessee must student teach in an approved endorsement area. Endorsement areas designated as Pre-K-12 or K-12 are not considered approved endorsement areas. The following endorsement areas are considered approved areas:
  • Agricultural Edu 6-12
  • Arabic 6-12
  • Biology 6-12
  • Business Education 6-12
  • Chemistry 6-12
  • Chinese 6-12
  • Earth Science 6-12
  • Economics 6-12
  • English 6-12
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.

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 on the student's file and uploaded to the student's official record.
- Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.
- 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 39 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of Teacher Performance Assessment.
- Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of My Time Log (100 hours or as required by state of residency). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.

- 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 must complete the GACE Educator Ethics Exit Exam (360).
- The diploma awarded for these programs 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 clinical practice placement. Candidates must provide:
- Verification of negative TB test results, or other TB clearance documentation (District specific).
- Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific).

The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

Tennessee Residents: Students residing in the state of Tennessee, and that choose to complete a job-embedded pathway, must provide passing scores on the Tennessee state content knowledge exam before beginning the job-embedded pathway.

- Verification of the completion of 100 hours of clinical experience (or as required by state of residency).
- Students residing in Utah must complete any outstanding credits towards completion of their major/minor as indicated in the admissions requirements prior to student teaching.

Candidates will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.

Completion of a Dispositions Assessment

Georgia candidates must earn a B or better in MTE/512 to receive credit for the course. Grades of B- are not accepted.

Minimum Grade Requirements for the MAED/TED-S

- Candidates must earn a “B” or better in the Clinical Practice Seminar in order to complete this program. Grades of “B-” are not accepted. Students who fail to receive a minimum grade of “B” in the following course will be Scholastically Disqualified from the University and required to complete a remediation process prior to repeating the course and/or the clinical practice placement: EDD 583
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended and 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation, or that is a candidate for accreditation.
- 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: EDD 583, MTE 001, MTE 510, MTE 512, MTE 513, SEC 533, SEC 535, SEC 536, SEC 537, SEC 538, SEC 540

Arizona residents may waive SEI 504 or SEI 506 if they meet one of the following requirements:

- Completion of an Arizona Department of Education (ADE) approved SEI course(s) at an institution of higher education.
- Completion of an Arizona Department of Education (ADE) approved district/individual trainer led workshop. Candidates must provide evidence of the completion of a state approved workshop that is a minimum of 45 clock hours to be eligible for this waiver.
- Verification of one of the following endorsements:
  - Arizona Full SEI Endorsement (SEI 504 or SEI 506) Candidates who hold this endorsement may waive SEI 504 or SEI 506 with credit.
  - Arizona English as a Second Language Endorsement (SEI 504 or SEI 506) Candidates who hold this endorsement may waive SEI/504 or SEI/506 with credit.

Students may satisfy HIS 514 (AZ, NJ, NM, and TX) using one of the following methods:

- Successful completion of HIS 514 or equivalents.
- Completion of a college-level Arizona Constitution course at the graduate or undergraduate level with a grade of “C” or better from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation.
- Completion of the Arizona Constitution AEPA Exam
  - Students may satisfy HIS 516 (AZ, NJ, NM, and TX) or HIS 518 (all other states) using one of the following methods:
    - Successful completion of HIS 516 or HIS 518 or equivalents.
    - Completion of a college-level U.S. Constitution course at the graduate or undergraduate level from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation.
    - Completion of the US Constitution AEPA Exam
  - Students who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Pro-

grams. 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 516</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 516</td>
</tr>
</tbody>
</table>

Candidates who have completed the 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
- Completion of Teacher Performance Assessment
- Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
- Completion of My Time Log (100 hours or as required by state of residency)
- Passing scores on the designated state content knowledge exam

Candidates who have completed the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E AZ) or Alternative Pathway/Secondary Certificate (CERT/AP-S AZ) from University of Phoenix are eligible to apply completed coursework from the certificate program to fulfill requirements within this program. Students who waive courses using the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E AZ) or Alternative Pathway/Secondary Certificate (CERT/AP-S AZ) may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Arizona Alternative Pathway Certificate Course Waiver Form.

Clinical Experience and Clinical Practice for the MAED/TED-S

Clinical Practice Policies

- Clinical practice is a full-time experience. Each campus establishes operational policies related to placement and completion of clinical practice. Candidates must follow the guidelines in place at their campus.
- Candidates must take the Clinical Practice Seminar concurrently with the clinical practice placement. If a candidate chooses to postpone clinical practice, he/she must postpone their enrollment in the clinical practice course.
- Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
• Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their clinical practice seminar will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of "F", and placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Unapproved self-terminations of a clinical practice:
  • Candidates that execute an unapproved self-termination of clinical practice, prior to starting and posting attendance in their clinical practice seminar will result in candidates being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
    - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.
  • Candidates that execute an unapproved self-termination of a clinical practice, after having met any amount of attendance in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of "F", and will be placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
    - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

• Candidates who do not successfully complete their mid-term evaluation:
  • Candidates who do not successfully complete their mid-term evaluation will be withdrawn from their clinical practice seminar, issued a grade of "F", and placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
    - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

• Clinical practice can only be repeated one time.

• Candidates who do not successfully complete a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, and are not eligible for re-entry.

• Candidates enrolled in the MAED/TED program must complete their clinical practice in the subject area in which a passing score was achieved on the content knowledge assessment exam.

• Candidates in the MAED/TED program may not complete their clinical practice in special education.

• MAED/TED candidates, who are currently employed as the teacher of record in a public school 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), may be eligible to ‘student teach’ or ‘validate’ in their current classroom, while completing the programs culminating Clinical Practice courses. 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 Clinical Practice courses and complete and upload the Teacher Performance Assessment.

• Students should complete student teaching within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).

• Students must complete a minimum of 12 weeks of clinical practice, including the completion of a Teacher Performance Assessment.

• Students must submit their Teacher Performance Assessment.

• Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

**Out of State Clinical Practice**

Candidates who are unable to complete their clinical practice experience at the campus where they began are not guaranteed a placement. Candidates may be able to complete their clinical practice 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 clinical practice placement.

• Candidates must enroll in the remaining Clinical Practice Seminars online while completing their clinical practice experience.

• Candidates need to work directly with the Online Administrative Offices to complete the requirements for verification of placement.

**Clinical Experience**

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours (or as required by state of residency) of verified clinical experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate’s program. Documentation of clinical
experience will be reviewed by campus staff and faculty prior to clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice 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/TED-S

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.
- Georgia candidates must receive a grade of B or better in MTE 512 (or an equivalent) to be eligible for an IR.
- Arizona, New Jersey, New Mexico, and Texas candidates must provide verification of United States Constitution and Arizona Constitution coursework or AEPA Exam.

Arizona Teaching Intern Certificate Route

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching Certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate’s program of enrollment and content knowledge exam.
- Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
- Passing scores on the designated state content knowledge exam.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:

- Students must be continuously enrolled
- Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 initial 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 knowledge, skills and dispositions that will allow the teacher candidate to become a competent and effective educator. This program focuses on multiple subject student learning by improving the educator’s responsibility for that learning. Clinical Practice (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 supervisor. The clinical practice is designed to emphasize the achievement of state standards leading to certification and to present candidates with growth opportunities that best prepare them to assume the duties of a certified classroom teacher. Throughout the program, students are required to complete verified guided clinical experiences covering a variety of developmental levels. The focus of each experience will relate to specific course content and professional preparation.

View state licensure requirements for this program:
https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

This program, which leads to certification or licensure, is only approved in California. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates seeking to continue in a teacher licensure program outside of California, would be required to update to a comparable Arizona based program. Programs are available in select states. Candidates must update their current address and contact their Academic Advisor immediately when such changes occur to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the possible change upon their ability to progress in the program.

Program Purpose
The Master of Arts in Education/Elementary Teacher Education is a graduate degree program intended for students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become multiple subject 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 demonstrate mastery of content and content pedagogical knowledge through the use of discipline-specific practices to advance student learning in the elementary classroom.
• Students will engage in self-reflection to evaluate and improve professional practice to enhance student learning in elementary education.
• Students will demonstrate professional dispositions and ethical conduct in their instructional practices and collaboration with learning communities in elementary education.
• Students will demonstrate a respect for diversity in their evaluation of the diverse needs of learners through continuous data analysis and adjustment of instructional strategies in elementary education.
• Students will demonstrate effective and innovative practices to improve student learning through applying current research to instructional strategies and integrating technology in elementary education.

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). Candidates in the MAED/TED programs are required to complete a minimum number of credits in each of the Program Requirement Categories. The number of required credits and courses available to fulfill these requirements are noted below.

Orientation, 0 total credits
MTE 001 ~ ................................................................................0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
MTE 510 ~ ................................................................................1 credit
Professional Knowledge, Skills, and Dispositions

Foundations of Education, 3 total credits
MTE 516 ~ ................................................................................3 credits
Foundations of the Professional Educator

Educational Theories and Models, 6 total credits
ELM 533 ~ ................................................................................3 credits
Instruction and Assessment for Diverse Learners
ELM 532 ~ ................................................................................3 credits
Creating an Effective Learning Environment

Human Development, 3 total credits
MTE 511 ~ ................................................................................3 credits
Child/Adolescent Growth, Development, and Learning

Assessment, 3 total credits
MTE 513 ~ ................................................................................3 credits
Evaluation and Data Literacy

Reading, 3 total credits
RDG 556 ~ ................................................................................3 credits
Elements of Literacy Content and Pedagogical Knowledge
Special Populations, 6 total credits
ELL 500 ~ ................................................................. 3 credits
Instructional Methods for English Language Learners
MTE 512 ~ ................................................................. 3 credits
Teaching the Exceptional Learner

Content and Curricular Knowledge, 11 total credits
ELM 536 ~ ................................................................. 3 credits
Social Studies Content and Curricular Knowledge
ELM 537 ~ ................................................................. 3 credits
Science Content and Curricular Knowledge
ELM 538 ~ ................................................................. 3 credits
Mathematics Content and Curricular Knowledge
ELM 539 ~ ................................................................. 3 credits
Physical Education/Health Content and Curricular Knowledge

History, 2 total credits
HIS 518 ........................................................................ 2 credits
U.S. Constitution

Clinical Practice, 6 total credits
ELM 586 ~ ................................................................. 3 credits
Elementary Clinical Practice A
ELM 587 ~ ................................................................. 3 credits
Elementary Clinical Practice 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

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 on the student's file and uploaded to the student’s official record. Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.

- 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.

Students who reside in California and are enrolled in a California approved program (MAED/TED-E CA or MAED/TED-S CA) 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 an 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.

University of Phoenix, 2020-2021
COLLEGE OF EDUCATION
Degree Completion Requirements for the MAED/TED-E

- Completion of a minimum of 44 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of Teacher Performance Assessment.
- Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of My Time Log (100 hours). To ensure students meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- 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 clinical practice placement. Candidates must provide:
  - Verification of negative TB test results, or other TB clearance documentation.
  - Passing scores on the designated state content knowledge exam (CSET) The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.
  - Verification of the completion of 100 hours of clinical experience.
- Candidates will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
- Enrollment Agreements signed prior to 10/1/2020: Candidates participating in the California Intern Credential pathway will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
- Enrollment Agreements signed 10/1/2020 or later: Candidates participating in the California Intern Credential pathway will be required to have a 3.5 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
- Completion of a Dispositions Assessment
- Candidates must earn a C or better in HIS 518 to receive credit for the course. Grades of C- are not acceptable.

Minimum Grade Requirements for the MAED/TED-E

- Candidates must earn a “B” or better in all Clinical Practice Seminars in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course(s) and/or the clinical practice placement: ELM 586, ELM 587
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- If the candidate does not receive a grade of “B” or better on the second attempt, the candidate will be Scholastically Suspended and 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation, or that is a candidate for accreditation.
  - 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: ELM 533, ELM 536, ELM 537, ELM 538, ELM 586, ELM 587, MTE 001, MTE 510, MTE 512, MTE 513, RDG 556
- Students may satisfy the History course (HIS 518) using one of the following methods:
  - Successful completion of HIS 518 or equivalents.
  - Completion of a college-level course (two semester units or three-quarter units at the graduate or undergraduate level) in the provisions and principles of the U.S. Constitution with a grade of “C” or better from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation.
  - Undergraduate degree or higher from California State University (CSU)
  - Pass a US Constitution examination given by a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation.
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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Clinical Experience and Clinical Practice

Clinical Practice Policies

- Clinical practice is a full-time experience. Each campus establishes operational policies related to placement and completion of clinical practice. Candidates must follow the guidelines in place at their campus.
- Candidates must take the Clinical Practice Seminars concurrently with the clinical practice placement. If a candidate chooses to postpone clinical practice, he/she must postpone their enrollment in the clinical practice course.
- Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
  - Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first clinical practice seminar will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the candidates' successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.
- Candidates who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their clinical practice seminar, will be withdrawn from the clinical practice seminar, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
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  - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.
- Clinical practice can only be repeated one time.
- Candidates who do not successfully complete a successive attempt of the clinical practice will be removed from the program, placed on Scholastic Suspension, not eligible for re-entry and are not eligible for admission to the MAED/TED pre-licensure programs.
- Candidates enrolled in the MAED/TED program must complete their clinical practice in the subject area in which a passing score was achieved on the content knowledge assessment exam.
- Candidates in the MAED/TED program may not complete their clinical practice in special education.
- MAED/TED candidates, who are currently employed as the teacher of record in a public school 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 Clinical Practice courses and complete and upload the Teacher Performance Assessment.
- Students must complete a minimum of 15 weeks of clinical practice, including the completion of a Teacher Performance Assessment project.
- Students must submit their Teacher Performance Assessment.
- Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

Clinical Experience

Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours (or as required by state of residency) of verified clinical experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate’s program. Documentation of clinical experience will be reviewed by campus staff and faculty prior to clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form.
to be signed by the student and returned to the appointed administrator.

**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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice 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/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’ records will be analyzed to ensure that they have met all academic requirements for 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 apply for their initial IR within one year of completing all academic requirements in their program. The time limit between completion of coursework and institutional recommendation (IR) for license or endorsement is 12 months. Failure to complete the IR process within this time period will result in a program review and may require additional coursework or assessments for currency.
- MAED/TED-E candidates must pass the RICA exam.
- Candidates must provide verification of current and appropriate CPR certification, as defined by the California Commission on Teacher Credentialing, prior to being recommended for their credential.
- Candidates must provide verification of coursework in U.S. Constitution and Health Education (with a grade of “C” or better).
- Candidates must pass their Teacher Performance Assessment

**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.

- Enrollment Agreements signed prior to 10/1/2020: Candidates will be required to have a 3.0 GPA to be eligible for the intern credential.
- Enrollment Agreements signed 10/1/2020 or later: Candidates will be required to have a 3.5 GPA to be eligible for the intern credential.
- 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 Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation
  - Letter of Intent to Hire
- Enrollment Agreements signed prior to 1/1/2021:
  - Completion of 30 of the 100 hours of clinical experiences in diverse settings. Candidates must complete all 100 hours of clinical experiences prior to being eligible for clinical practice.
- Enrollment Agreements signed 1/1/2021 or later:
  - Completion of 60 of the 100 hours of clinical experiences in diverse settings. Candidates must complete all 100 hours of clinical experiences prior to being eligible for clinical practice.
- 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 verification
- Completion of the following coursework:
  - Multiple Subject: MTE 511; ELM 533; ELL 500; MTE 512; RDG 556; ELM 532
  - Single Subject: MTE 511; ELL 500; MTE 512
- 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 had 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.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 initial teacher licensure for instruction in Single Subject education. The guiding philosophy of the MAED/TED-S program is to provide adult students who already have degrees in disciplines other than education with the knowledge, skills, and dispositions to become competent and effective secondary educators. Rigorous course work, clinical experience, and clinical practice are integral components of this program. During their clinical practice (student teaching), candidates work with a cooperating teacher at a school site and a University of Phoenix faculty supervisor. All clinical experiences are aligned to state and professional standards and prepare candidates to link induction program standards to the next phase of their teacher preparation process.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

This program, which leads to certification or licensure, is only approved in California. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates seeking to continue in a teacher licensure program outside of California, would be required to update to a comparable Arizona based program. Programs are available in select states. Candidates must update their current address and contact their Academic Advisor immediately when such changes occur to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the possible change upon their ability to progress in the program.

Program Purpose

The Master of Arts in Education/Secondary Teacher Education is a graduate degree program intended for students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to become TK-12 single subject 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 demonstrate mastery of content and content pedagogical knowledge through the use of discipline-specific practices to advance student learning in the secondary classroom.
- Students will engage in self-reflection to evaluate and improve professional practice to enhance student learning in secondary education.
- Students will demonstrate professional dispositions and ethical conduct in their instructional practices and collaboration with learning communities in secondary education.
- Students will demonstrate a respect for diversity in their evaluation of the diverse needs of learners through continuous data analysis and adjustment of instructional strategies in secondary education.
- Students will demonstrate effective and innovative practices to improve student learning through applying current research to instructional strategies and integrating technology in secondary education.

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). Candidates in the MAED/TED programs are required to complete a minimum number of credits in each of the Program Requirement Categories. The number of required credits and courses available to fulfill these requirements are noted below.

Orientation, 0 total credits
MTE 001 ................................................................. 0 credits
Orientation to Teacher Education

Introductory Course, 1 total credit
MTE 510 ~............................................................. 1 credit
Professional Knowledge, Skills, and Dispositions

Foundations of Education, 3 total credits
MTE 516 ~......................................................... 3 credits
Foundations of the Professional Educator

Educational Theories and Models, 6 total credits
SEC 533 ~ .......................................................... 3 credits
Instruction and Assessment for Diverse Learners
SEC 532 ~ .......................................................... 3 credits
Secondary - Creating an Effective Learning Environment

Human Development, 3 total credits
MTE 511 ~ ......................................................... 3 credits
Child/Adolescent Growth, Development, and Learning

Assessment, 3 total credits
MTE 513 ~ ......................................................... 3 credits
Evaluation and Data Literacy

Reading, 3 total credits
RDG 558 ~ .......................................................... 3 credits
Secondary Content Area Literacy

Special Populations, 6 total credits
ELL 500 ~ .......................................................... 3 credits
Instructional Methods for English Language Learners
MTE 512 ~ ......................................................... 3 credits
Teaching the Exceptional Learner

Technology, 3 total credits
MTE 517 ~ .......................................................... 3 credits
Technology Integration for Educators
## Additional Admission Requirements for the MAED/TED-S

**History, 2 total credits**

HIS 518 ~ ................................................................. 2 credits

U.S. Constitution

**Clinical Practice, 6 total credits**

SEC 586 ~ ................................................................. 3 credits

Secondary Clinical Practice A

SEC 587 ~ ................................................................. 3 credits

Secondary Clinical Practice 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 (in a major other than education) or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, orWSCUC accreditation or equivalent undergraduate degree or higher 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 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 UOPX 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.

- Verification of Certificate of Clearance or other approved Certificate of Clearance documents.

- Verification of negative TB test results, or other approved TB clearance documentation.

- A signed California MAED/TED New Student Checklist

- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admittance.

- Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

### 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 on the student’s file and uploaded to the student’s official record. Credible applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.

- 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 the state’s cut score.

Students who reside in California and are enrolled in a California approved program (MAED/TED-E 09CA or MAED/TED-S 09CA) 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 39 credits.
- A minimum grade point average (GPA) of 3.0.
- Completion of Teacher Performance Assessment.
- Satisfactory completion of any required internship, clinical practice, and/or practicum courses.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Completion of My Time Log (100 hours). To ensure students meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
• 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 clinical practice placement. Candidates must provide:
  • Verification of negative TB test results, or other TB clearance documentation.
  • Passing scores on the designated state content knowledge exam (CSET)

  The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

  • Verification of the completion of 100 hours of clinical experience.
  • Candidates will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
  • Enrollment Agreements signed prior to 10/1/2020: Candidates participating in the California Intern Credential pathway will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
  • Enrollment Agreements signed 10/1/2020 or later: Candidates participating in the California Intern Credential pathway will be required to have a 3.5 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.
  • Completion of a Dispositions Assessment
  • Candidates must earn a C or better in HIS 518 to receive credit for the course. Grades of C- are not acceptable.

Minimum Grade Requirements for the MAED/TED-S

• Candidates must earn a "B" or better in all Clinical Practice Seminars in order to complete this program. Grades of "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 and required to complete a remediation process prior to repeating the course(s) and/or the clinical practice placement: SEC 586, SEC 587

• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

• If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended and 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
  • 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: MTE 001, MTE 510, MTE 512, MTE/513, RDG 558, SEC 533, SEC 535, SEC 536, SEC 538, SEC 539, SEC 540, SEC 541, SEC 586, SEC 587

• Students may satisfy the History course (HIS 518) using one of the following methods:
  • Successful completion of HIS 518 or equivalents.
  • Completion of a college-level course (two semester units or three-quarter units at the graduate or undergraduate level) in the provisions and principles of the U.S. Constitution with a grade of “C” or better from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation.
  • Undergraduate degree or higher from California State University (CSU)
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- Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
  - Candidates who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first clinical practice seminar will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the candidates' successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
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- Unapproved self-terminations of a clinical practice:
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    - Candidates may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Candidates will need to work with their appointed administrator to have these exceptions approved.

Clinical Practice can only be repeated one time.
- Candidates who do not successfully complete a successive attempt of the clinical practice will be removed from the program, placed on Scholastic Suspension, not eligible for re-entry and are not eligible for admission to the MAED/TED preservice programs.
- Candidates enrolled in the MAED/TED program must complete their clinical practice in the subject area in which a passing score was achieved on the content knowledge assessment exam.
- Candidates in the MAED/TED program may not complete their clinical practice in special education.
- MAED/TED candidates, who are currently employed as the teacher of record in a public school 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 Clinical Practice courses and complete and upload the Teacher Performance Assessment.
- Students must complete a minimum of 15 weeks of clinical practice, including the completion of a Teacher Performance Assessment project.
- Students must submit their Teacher Performance Assessment.
- Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

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Beginning with the first course, and throughout the program, candidates are required to complete a minimum of 100 hours (or as required by state of residency) of verified clinical experiences, covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate's program. Documentation of clinical experience will be reviewed by campus staff and faculty prior to clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
• Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
• Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice 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/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’ records will be analyzed to ensure that they have met all academic requirements for 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 apply for their initial IR within one year of completing all academic requirements in their program. The time limit between completion of coursework and institutional recommendation (IR) for license or endorsement is 12 months. Failure to complete the IR process within this time period will result in a program review and may require additional coursework or assessments for currency.
• Candidates must provide verification of current and appropriate CPR certification, as defined by the California Commission on Teacher Credentialing, prior to being recommended for their credential.
• Candidates must provide verification of coursework in U.S. Constitution and Health Education (with a grade of “C” or better).
• Candidates must pass their Teacher Performance Assessment.

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.
• Enrollment Agreements signed prior to 10/1/2020: Candidates will be required to have a 3.0 GPA to be eligible for the intern credential.
• Enrollment Agreements signed 10/1/2020 or later: Candidates will be required to have a 3.5 GPA to be eligible for the intern credential.
• 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 Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation
  - Letter of Intent to Hire
  - Enrollment Agreements signed prior to 1/1/2021: Completion of 30 of the 100 hours of clinical experiences in diverse settings. Candidates must complete all 100 hours of clinical experiences prior to being eligible for clinical practice.
  - Enrollment Agreements signed 1/1/2021 or later: Completion of 60 of the 100 hours of clinical experiences in diverse settings. Candidates must complete all 100 hours of clinical experiences prior to being eligible for clinical practice.
  - 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 verification
  - Completion of the following coursework:
    - Multiple Subject: MTE 511; ELL 500; MTE 512
    - Single Subject: MTE 511; SEC 533; ELL 500; MTE 512; RDG 558; SEC 532
• 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 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.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

The Master of Arts in Education/Special Education (MAED/SPE) is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states.

Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home-state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education). After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

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 wish 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. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 578 ~ ................................................................. 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
SPE 574 ~ ................................................................. 3 credits
Characteristics of Intellectual/Developmental Disabilities
SPE 544 ~ ................................................................. 3 credits
Characteristics of Emotional & Behavioral Disorders
SPE 556 ~ ................................................................. 3 credits
Characteristics of Physical & Health Disabilities
SPE 576 ~ ................................................................. 3 credits
Characteristics of Autism Spectrum Disorders
Student Teaching, 8 total credits
SPE 594 ~ ................................................................. 4 credits
Special Education Student Teaching: Part A
SPE 595 ~ ................................................................. 4 credits
Special Education Student Teaching: Part B
Delaware, Tennessee, and North Carolina residents will take SPE 596 in place of SPE 594 and SPE 595
New Jersey residents with an Enrollment Agreement signed prior to 9/10/2016 will take SPE 596 in place of SPE 594 and SPE 595
SPE 596 ~ ................................................................. 8 credits
Student Teaching
The University reserves the right to modify the required course of study.
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 or higher from college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation or equivalent undergraduate degree or higher 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 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.
• A signed MAED/SPE New Student Checklist
• A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• Only students who reside within the United States and its territories are eligible to enroll into a UOPX bachelor or master of education program.

Additional Admission Requirements for Georgia Residents with admission application or program change agreement signed 4/1/2019 or later
Georgia residents seeking a Georgia certificate must:
• Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

Additional Admission Requirements for Montana Residents with admission application or program change agreement signed 1/1/2020 or later
Students residing in Montana must provide verification of the following:
• Completion of the online course, An Introduction to Indian Education for All in Montana

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 on the student’s file and uploaded to the student’s official record. Credits applied through waiver are included for Candidacy Status Level 2 Review. Students who waive 9 or more credits in their required course of study will be eligible for a 3 credit extension to complete the requirements for Candidacy Status Level 2.
  • 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
  - 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), or teacher performance assessment (depending on state of residency).
- 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.
- 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:
  - 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.

The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

- Students seeking certification in Arizona will take the Arizona Special Education Professional Knowledge exam in lieu of a content knowledge exam.
- Verification of the completion of 100 hours of field experience
- State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching:
  - Arizona: Students seeking certification in Arizona will take the Arizona Constitution AEPA Exam
  - New Mexico: Students residing in New Mexico must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - Texas Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Texas must provide verification of the following:
    - Completion of a Texas History course
  - Montana Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:
    - Completion of the online course, An Introduction to Indian Education for All in Montana
  - Wyoming: Students residing in Wyoming must provide verification of the following prior to the student teaching placement:
    - Completion of a Wyoming Constitution course or demonstration of knowledge by examination
    - Completion of a US Constitution course or demonstration of knowledge by examination
  - Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
    - Completion of a Puerto Rico History course
  - Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:
    - Completion of a US Constitution course or the US Constitution AEPA Exam

Minimum Grade Requirements for the MAED/SPE
- A candidate must earn a grade of “B” or better in all student teaching courses in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course and/or student teaching: SPE 594, SPE 595, SPE 596.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:

"Satisfactory completion and uploading of the Teacher Work Sample (TWS), or teacher performance assessment (depending on state of residency).”

"Reciprocity Licensure Applicants: Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:”

"New Jersey: Students residing in New Jersey must provide verification of the following:”

"New Mexico Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in New Mexico must provide verification of the following:”

"Texas Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Texas must provide verification of the following prior to the student teaching placement:”

"Montana Residents with Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:”

"Wyoming: Students residing in Wyoming must provide verification of the following prior to the student teaching placement:”

"Georgia residents attending Online and Local Campus students with enrollment agreements signed 3/1/2015 or thereafter seeking a Georgia certificate:”
Courses Waived

- If the candidate does not receive a grade of “B” or better on the institutional recommendation for the MAED/SPE.
- Candidates must meet all current program requirements prior to completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
- Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
- If the candidate does not receive a grade of ‘B’ or better on the second attempt, the candidate will be Scholastically Suspended and permanently withdrawn from the program.

Institutional Recommendation for the MAED/SPE

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the college may be required to list deficiencies or deny the request for an IR.
- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation.
- 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, MTE 507, RDG 570, SPE 578, SPE 594, SPE 595, SPE 584, MTH 575, SPE 576. Georgia 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 if they meet one of the following requirements:

- Completion of an Arizona Department of Education (ADE) approved SEI course(s) at an institution of higher education. Candidates who provide evidence of the completion of 3 credits of SEI coursework may waive SEI 500 with credit, and SEI 503 without credit. Candidates must complete CUR 520 (or equivalent) to make up the credit deficiency for SEI 503.
- Completion of an Arizona Department of Education (ADE) approved district/individual trainer led workshop. Candidates who provide evidence of the completion of a state approved workshop that is 45 clock hours may waive SEI 500 with credit, and SEI 503 without credit. Candidates must complete CUR 520 (or equivalent) to make up the credit deficiency for SEI 503.

Candidates who provide evidence of the completion of a state approved workshop that is 90 clock hours may waive both SEI 500 and SEI 503 with credit.

- Verification of one of the following endorsements:
  - Arizona Full SEI Endorsement (SEI 500) Candidates who hold this endorsement may waive SEI 500 with credit, and SEI 503 without credit. Candidates must complete CUR 520 (or equivalent) to make up the credit deficiency for SEI 503.
  - Arizona English as a Second Language Endorsement (SEI 505 and SEI 503) Candidates who hold this endorsement may waive both SEI 500 and SEI 503 with credit.

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>
</tr>
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<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 in 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
- 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.

Only students who have completed the Post-Bacc in Special Education will be eligible for waivers for the MAED/SPE. Candidates who have completed the Arizona Alternative Pathway/ Special Education Certificate (CERT/AP-SE) from University of Phoenix are eligible to apply completed coursework from the certificate program to fulfill requirements within this program. Students who waive courses using the Arizona Alternative Pathway/ Special Education Certificate (CERT/AP-SE) may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Arizona Alternative Pathway Certificate Course Waiver Form.
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. Students who have failed to meet program requirements for Field Experience must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

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. Candidates who choose to postpone student teaching 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 teaching can only be repeated one time.
- Removal from a placement at the request of an appointed administrator from the student teaching location or UOPX:
  - Students who are already teaching in an appropriate K-12 mild-moderate special education setting that meets their state requirements for student teaching.
  - Candidates who have failed to meet program requirements for Student Teaching, after having met any amount of attendance in their student teaching course, will be removed upon the successful completion of the supplemental standards remediation process. This experience counts as one of their two student teaching attempts.
- Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Student teachers that execute an unapproved self-termination of student teaching, after having met any amount of attendance in their student teaching course, will be placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
- Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates who do not successfully complete their mid-term evaluation:
  - Candidates who do not successfully complete their mid-term evaluation will be withdrawn from their student teaching course, issued a grade of "F", and placed on Scholastic Disqualification. This experience counts as one of their two student teaching attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates who do not successfully complete a successive attempt of the student teaching experience will be removed from the program, placed on Scholastic Suspension, 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 their official last date of attendance and the completion of their last required course in the program (excluding the student teaching courses).
• Students must complete a minimum of 8 credit hours of student teaching, including the completion of a Teacher Work Sample project, or teacher performance assessment (depending on state of residency).
• Student teaching cannot be waived unless a documented exception exists in program policy. SAC appeals to waive student teaching will not be accepted.

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 Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:
• A Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation
• A valid fingerprint clearance card issued by the Arizona Department of Public Safety
• Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate’s program of enrollment and content knowledge exam.
• Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
• Passing scores on the designated state content knowledge exam.
• Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:
• Students must be continuously enrolled.
• Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
• Students must have a minimum 3.0 GPA and be in good academic and financial standing.

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
• Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
• Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
• 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.
• 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.
• Re-entry students not re-entering into the most current program version offered in their state or jurisdiction may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired.
• No appeals will be accepted for re-entry to an expired program.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult the appropriate University representative for guidance.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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: This program is not eligible for Federal Student Financial Aid funds.**

**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 have been admitted and officially evaluated into their UOPX 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
- Students to this program must have completed all coursework from their UOPX previous pre-licensure program with the exception of both Student Teaching (Clinical Practice) 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 ten (10) years in the past.
- Applicants may have up to one (1) year upon program enrollment agreement sign date or their original pre-licensure program completion deadline, whichever comes later, to complete the 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 (Clinical Practice) 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 at University of Phoenix in order to meet residency.

**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.
• 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.
• Re-entry students not re-entering into the most current program version offered in their state or jurisdiction may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired.
• No appeals will be accepted for re-entry to an expired program.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUR 505</td>
<td>Social and Global Perspectives of Teacher Leadership</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 506</td>
<td>Theories and Best Practices of Curriculum and Instruction</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 515 ~</td>
<td>Research for Improved Practice</td>
<td>4 credits</td>
</tr>
<tr>
<td>CUR 520</td>
<td>Advocating for Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 525</td>
<td>Ethical Issues in Education</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 530 ~</td>
<td>Assessment and Evaluation Models</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 535 ~</td>
<td>Critical Thinking and Innovative Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 540</td>
<td>Methods of Coaching in the Instructional Setting</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 545</td>
<td>Using Technology for Teaching and Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 550</td>
<td>Engaging in Communities of Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>CUR 555</td>
<td>Professional Learning for Continuous Improvement</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 MAED/CI

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree or higher from a college or university with approved institutional accreditation or that is a candidate for approved institutional accreditation, or comparable undergraduate bachelor’s degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
**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 23 graduate level credits at the University.

Students in this program may waive a maximum of 12 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 college or university with approved institutional accreditation, or that is a candidate for accreditation.
- 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

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>

Effective 4/1/2018, candidates with an additional, current academic teaching endorsement may waive the following 9 credits upon admission to the MAED/CI program: CUR 506, CUR 505, CUR 550

Any resident in the state of California who can show verification of the completion of a California Commission on Teacher Credentialing (CTC) state-approved induction program may exceed the 12 credit waiver maximum and waive up to 13 credits upon admission to the MAED/CI program: CUR 506, CUR 530, CUR 535, CUR 520

Any student in a competency-based education (CBE) program 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 program applicable course is considered a re-entry student.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
THIS PAGE WAS LEFT BLANK INTENTIONALLY
The College of Doctoral 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 College supports advanced learning in business, management, education, and health care administration.

**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.
  - 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.
  - 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.
  - 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.
  - successful completion of the approved ESL series of courses completed at Canadian College of English Language (CCÉL), International Language Schools of Canada (ILSC) or Kaplan.
  - 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 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 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 attend 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 and Evaluation.

- 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 the Hepatitis B Waiver form to the University.

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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

For enrollments effective on or after July 1, 2020. Varicella: The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1979, be immunized for Varicella (Chickenpox). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

As an exception, a signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination. For enrollments effective on or after July 1, 2020. Tetanus, Diphtheria, Pertussis (Tdap): The Hawaii State Department of Health requires that all students attending school at a campus in this state be immunized for Tetanus Diphtheria, and Pertussis (Tdap). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant).

Exemptions from the MMR, Varicella, and Tdap immunization requirements may be granted for the following reasons:

- A medical exemption may be granted to specific vaccines.
  - A US 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.

- A completed Certificate of TB Examination shall be submitted prior to their first attendance in a post-secondary school in Hawaii. 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.

Program Length

The anticipated normal time to complete a doctoral level program with a dissertation is 195 to 247 weeks, the anticipated normal time to complete the Doctor of Nursing Practice program (which includes an Applied Project rather than a dissertation) is 83 weeks, the anticipated normal time to complete the Doctor of Nursing Practice program (which includes an Applied Project rather than a dissertation) is 83 weeks, and the anticipated normal time to complete a doctoral level certificate program is 32 to 40 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.
Doctor of Education
The following Doctor of Education (EDD) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.
The Doctor of Education program prepares early- to mid-careerists in diverse educational settings to strategically manage complex educational organizations. Through utilization of best practice, knowledge of regulation and policy, and a deep understanding of drivers for innovation in educational environments, learners will apply these insights and contribute in a solution-oriented way to the growing body of research on transforming educational systems.
Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.
- Integrate the SPL model throughout the doctoral journey and beyond.
- Cultivate a leadership identity that reflects a mature and strategic understanding of the tenets of leadership at all levels of educational organizations.
- Become familiar with legal and regulatory mandates germane to education at all levels, including compliance, accreditation, and certification.
- Generate research of a high caliber to identify and address opportunities for improvement in complex educational contexts.

Program Category Requirements for the EDD
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, 9 total credits
EDD 700 ................................................................. 3 credits
Introduction to Education Administration in Doctoral Study
LDR 711A ~ .......................................................... 3 credits
Leadership Theory and Practice
EDD 724 ~ .......................................................... 3 credits
Instructional Leadership

Educational Leadership Electives, 18 total credits
Students may satisfy the Educational Leadership Electives with any combination of the courses below; however, the College recommends that students select and complete all courses within one elective track.

Educational Leadership
EDD 712 ~ .......................................................... 3 credits
Leadership in Contemporary Organizations
EDD 714 ~ .......................................................... 3 credits
Comparative Models of Educational Environments
EDD 722 ~ .......................................................... 3 credits
The Legal Context of Education
EDD 723 ~ .......................................................... 3 credits
Ethics and Values in Learning Organizations

EDD 731 ~ .......................................................... 3 credits
The Economics of Education
EDD 733 ~ .......................................................... 3 credits
Evaluation and Assessment Methods

Curriculum and instruction
EDD 722 ~ .......................................................... 3 credits
The Legal Context of Education
EDD 731 ~ .......................................................... 3 credits
The Economics of Education
CUR 713 ~ .......................................................... 3 credits
Curriculum, Developmental, and Learning Theories
CUR 721 ~ .......................................................... 3 credits
Curriculum Design
CUR 722 ~ .......................................................... 3 credits
Instructional Models
CUR 732 ~ .......................................................... 3 credits
Program Evaluation

Educational Technology
EDD 722 ~ .......................................................... 3 credits
The Legal Context of Education
EDD 731 ~ .......................................................... 3 credits
The Economics of Education
EDT 711 ~ .......................................................... 3 credits
Educational Technology Research
EDT 723 ~ .......................................................... 3 credits
Instructional Media and Design Techniques
EDT 732 ~ .......................................................... 3 credits
Integrating Technology and Curriculum
EDT 733 ~ .......................................................... 3 credits
Technology Leadership

Higher Education Administration
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
HEA 732 ~ .......................................................... 3 credits
Curriculum Development, Assessment, and Program Evaluation
HEA 722 ~ .......................................................... 3 credits
Academic and Student Affairs Administration
HEA 731 ~ .......................................................... 3 credits
Student Development, Adult Education, and Student Diversity

Research, 9 total credits
RES 709 ~ .......................................................... 3 credits
Research Conceptualization and Design
RES 710 ~ .......................................................... 3 credits
Statistical Research Methods and Design I
RES 724 ~ .......................................................... 3 credits
Qualitative Methods and Design

Symposium, 6 total credits
DOC 714S ~ .......................................................... 3 credits
Symposium I
DOC 719S ~ .......................................................... 3 credits
Symposium II
Dissertation, 12 total credits
DOC 715 ~ ............................................................... 3 credits
Doctoral Seminar I
DOC 723 ~ ............................................................... 3 credits
Doctoral Seminar II
DOC 741 ~ ............................................................... 3 credits
Doctoral Dissertation
DOC 742 ~ ............................................................... 3 credits
Doctoral Project IV
The following continuing enrollment courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program. Students may be required to complete the A or the A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received.
If QRM (Dissertation proposal) is not approved by the completion of DOC 741B, a failing grade will be issued. If QRF (final dissertation) is not approved by the completion of DOC 742B, a failing grade will be issued.
Dissertation Continuing Enrollment
DOC 741A ~ ............................................................... 3 credits
Doctoral Dissertation
DOC 741B ~ ............................................................... 3 credits
Doctoral Dissertation
DOC 742 ~ ............................................................... 3 credits
Dissertation Continuing Enrollment II
Project Continuing Enrollment
DOC 742A ~ ............................................................... 3 credits
Doctoral Project IV
DOC 742B ~ ............................................................... 3 credits
Doctoral Project IV
DOC 988 ~ ............................................................... 1 credit
Project Continuing Enrollment II
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the EDD
All applicants are expected to meet the following admissions requirements:
• A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for approved institutional 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• Current or a record of past employment or access to a work environment is required for admission.
• Students who have previously attended an education-aligned doctoral program at a college or university with approved institutional accreditation, or that is provincially accredited, and that completed all required courses to reach All-But-Dissertation (ABD) candidacy status at that institution, will be considered as satisfying EDD 700, six credits in Research, and all their Electives requirements. The transfer coursework must align to the doctoral program, but no further content restrictions will apply. Transfer coursework from their previous institution will be applied to these 27 credits as course waivers if the students meet all the following conditions, as verified by an ABD waiver enrollment recommendation from the Dean of the College of Doctoral Studies, or an approved delegate:
  • Proof of ABD or candidacy status at the prior institution.
  • An official transcript showing a minimum of 27 semester credit hours completed in an education-aligned doctoral program.
  • ABD or candidacy status at the prior institution must have been achieved within (10) years from current program enrollment agreement sign date.
  • A written statement from the student outlining a plan for the completion of the dissertation, including, at a minimum, why the applicant's dissertation was not completed at the previous institution and why the applicant believes a dissertation can now be completed at UOPX in the allowable timeframe. Students will submit any completed portion(s) of their dissertation and/or proposal from their previous institution for review in connection with this written statement.
  • A cumulative GPA of 3.0 for all doctoral coursework listed on the official transcript from the institution where the student achieved ABD or candidacy status. Transfer coursework that was earned outside of the institution where the student achieved ABD or candidacy will not be calculated into the cumulative GPA for admissibility.
  • Any other information requested and deemed necessary by the College to validate the qualification requirements listed above and the student's overall readiness to enter the program.

Degree Requirements for the EDD
• A minimum of 54 doctorate credits.
• A minimum grade point average (GPA) of 3.0.
• Written approval of the dissertation proposal.
• Successful completion of all credit and non-credit bearing degree requirements, including an approved dissertation and signature page signed by the Dean.
• 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:
• Students may concurrently enroll in classes provided that the following criteria are met:
  • Must have a minimum GPA of 3.5
  • Must have earned at least 15 credits in the University of Phoenix doctoral program.
• Must have no history of academic probation, scholastic disqualification, or scholastic suspension in a University of Phoenix doctoral program.

• Students may have only one incomplete grade on their records at a time.

• Students must complete each phase of the dissertation process in chronological order - phase 1 through phase 5. These phases are: Prospectus, Precis, Concept Review, Proposal, Institutional Review Board (IRB) and final dissertation approval.

• Students must be enrolled in or have successfully completed the appropriate course(s) in order to complete the corresponding dissertation phase.

• Students must have a Dissertation Chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.

• Students must have dissertation proposal approval (QRM), and IRB approval, prior to enrollment in DOC 742.

• Final Quality review of dissertation and successful oral defense during the dissertation process phase 5.

Academic Standing and Minimum Grade Requirements for the EDD

• Students who fail to meet the minimum grade of a "B-" in EDD 700 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 who fail to meet the minimum grade of a "B-" in LDR 711A 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.

• All credit-bearing courses, with the exception of 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 EDD

• Students must meet established University residency requirement for degree conferal. The University requires that 27 credits in the Required Course of Study, must be completed at UOPX.

• Students may be granted a waiver with credit for EDD 700 if they have earned a graduate degree in education or related discipline within 10 years from current program enrollment agreement sign date from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.

• Students who used the prior completion of a graduate degree to waive doctoral coursework requirements in a previous program, and who complete a program change to a new program or version, will not be eligible to carry those waivers forward to satisfy doctoral programmatic requirements.

• 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 college or university with approved institutional accreditation, or that is provincially accredited or in candidacy for approved institutional or provincial 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 course. Courses must be assessed and approved by the CDS Dean or an approved delegate.

• Students may waive a maximum of 27 credits from their required course of study.

• The following course(s) may not be waived: DOC 714S, DOC 715, DOC 719S, DOC 723, DOC 741, DOC 742, EDD 724, LDR 711A, RES 709

• 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 is considered a re-entry student.

• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is not the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.

• No appeals will be accepted for re-entry to an expired program.

• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
Doctor of Management

The following Doctor of Management (DM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residence. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Doctor of Management program prepares mid-careerists in diverse managerial contexts with strategies for exploring their personal readiness to lead in their current setting and/or identify steps toward their future aspirations. Through engagement with the leadership literature, personal reflection, and a critical look at strategies for further development, learners demonstrate their competence by applying what they learn to current organizational environments.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.

- Integrate the SPL model throughout the doctoral journey and beyond.
- Cultivate a leadership identity that reflects a mature and strategic understanding of the tenets of effective management praxis.
- Utilize optimal design theories in the cultivation of environments that nurture effective teamwork, collaboration, and celebration of diversity.
- Generate research of a high caliber to identify and address opportunities for innovation in complex managerial contexts.

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).

Foundations, 9 total credits
BUS 700 ........................................................................................................... 3 credits
Introduction to Business Administration in Doctoral Study
LDR 711A ~ .......................................................................................................... 3 credits
Leadership Theory and Practice
ORG 716 ~ .......................................................................................................... 3 credits
Organizational Theory and Design
Management and Organizational Leadership Electives, 18 total credits
Students may satisfy the Management and Organizational Leadership Electives with any combination of the courses below; however, the College recommends that students select and complete all courses within one elective track.

Organizational Leadership
ORG 726 ~ .......................................................................................................... 3 credits
The Impact of Technology on Organizations
MGT 726 ~ .......................................................................................................... 3 credits
Emerging Managerial Practices
LDR 726 ~ .......................................................................................................... 3 credits
The Dynamics of Group and Team Leadership

Doctoral Project IV
DOC 742 ~ .......................................................................................................... 3 credits
Organizational Diagnosis and Intervention
PHL 736 ~ .......................................................................................................... 3 credits
Political Acumen and Ethics
LDR 736 ~ .......................................................................................................... 3 credits
Architecture of Leadership
Information Systems and Technology
ORG 726 ~ .......................................................................................................... 3 credits
The Impact of Technology on Organizations
IST 710 ~ .......................................................................................................... 3 credits
Foundations of Information Systems Management
IST 722 ~ .......................................................................................................... 3 credits
Information Technology for Teams
IST 724 ~ .......................................................................................................... 3 credits
Organizational Information Systems Management
IST 732 ~ .......................................................................................................... 3 credits
Global Information Systems Management
IST 733 ~ .......................................................................................................... 3 credits
Information Systems Management Architecture
Research, 9 total credits
RES 709 ~ .......................................................................................................... 3 credits
Research Conceptualization and Design
RES 710 ~ .......................................................................................................... 3 credits
Statistical Research Methods and Design I
RES 724 ~ .......................................................................................................... 3 credits
Qualitative Methods and Design
Symposium, 6 total credits
DOC 714S ~ ...................................................................................................... 3 credits
Symposium I
DOC 719S ~ ...................................................................................................... 3 credits
Symposium II
Dissertation, 12 total credits
DOC 715 ............................................................................................................ 3 credits
Doctoral Seminar I
DOC 723 ............................................................................................................ 3 credits
Doctoral Seminar II
DOC 741 ............................................................................................................ 3 credits
Doctoral Dissertation
DOC 742 ............................................................................................................ 3 credits
Doctoral Project IV
The following continuing enrollment courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.

Students may be required to complete the A or the A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received.
If QRM (Dissertation proposal) is not approved by the completion of DOC 741B, a failing grade will be issued.
Student may be required to complete the A or the A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.
If QRF (final dissertation) is not approved by the completion of DOC 742B, a failing grade will be issued.
Dissertation Continuing Enrollment
DOC 741A ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II

Project Continuing Enrollment
DOC 742A ~ ................................................................. 3 credits
Doctoral Project IV
DOC 742B ~ ................................................................. 3 credits
Doctoral Project IV
DOC 987 ~ ................................................................. 1 credit
Project Continuing Enrollment II

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the DM
All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
- Students who have previously attended a business-aligned doctoral program at a college or university with approved institutional accreditation, or a provincially accredited institution and that completed all required courses to reach All-But-Dissertation (ABD) or candidacy status at that institution, will be considered as satisfying BUS/700, six credits in Research, and all their Electives requirements. The transfer coursework must align to the doctoral program, but no further content restrictions will apply. Transfer coursework from their previous institution will be applied to these 27 credits as course waivers if the students meet all the following conditions, as verified by an ABD waiver enrollment recommendation from the Dean of the College of Doctoral Studies, or an approved delegate:
  - Proof of ABD or candidacy status at the prior institution.
  - An official transcript showing a minimum of 27 semester credit hours completed in a business-aligned doctoral program.
  - ABD or candidacy status at the prior institution must have been achieved within (10) years from current program enrollment agreement sign date.
- Students who have previously attended a business-aligned doctoral program at a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Any other information requested and deemed necessary by the College to validate the qualification requirements listed above and the student's overall readiness to enter the program.

Degree Requirements for the DM

- A minimum of 54 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Written approval of the dissertation proposal.
- Successful completion of all credit and non-credit bearing degree requirements, including an approved dissertation and signature page signed by the Dean.
- 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:

- Students may concurrently enroll in classes provided that the following criteria are met:
  - Must have a minimum GPA of 3.5
  - Must have earned at least 15 credits in the University of Phoenix doctoral program
  - Must have no history of academic probation, scholastic disqualification, or scholastic suspension in a University of Phoenix doctoral program
  - Students may have only one incomplete grade on their records at a time.
  - Students must complete each phase of the dissertation process in chronological order - phase 1 through phase 5. These phases are:
    - Prospectus
    - Prospectus
    - Concept Review
    - Concept Review
    - Institutional Review Board (IRB) and final dissertation approval
- Students must be enrolled in or have successfully completed the appropriate course(s) in order to complete the corresponding dissertation phase.
- Students must have a Dissertation Chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Students must have dissertation proposal approval (QRM), and IRB approval, prior to enrollment in DOC 742.
- Final Quality review of dissertation and successful oral defense during the dissertation process phase 5.
Academic Standing and Minimum Grade Requirements for the DM

- Students who fail to meet the minimum grade of a "B-" in BUS 700 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 who fail to meet the minimum grade of a "B-" in LDR 711A 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.
- All credit-bearing courses, with the exception of 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 27 credits in the Required Course of Study, must be completed at UOPX.
- Students may be granted a waiver with credit for BUS 700 if they have earned a graduate degree in business or related discipline within 10 years from current program enrollment agreement sign date from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- Students who used the prior completion of a graduate degree to waive doctoral coursework requirements in a previous program, and who complete a program change to a new program or version, will not be eligible to carry those waivers forward to satisfy doctoral programmatic requirements.
- 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 college or university with approved institutional accreditation, or that is provincially accredited or in candidacy for approved institutional or provincial 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 course. Courses must be assessed and approved by the CDS Dean or an approved delegate.
- Students may waive a maximum of 27 credits from their required course of study.
- The following course(s) may not be waived: DOC 714S, DOC 715, DOC 719S, DOC 723, DOC 741, DOC 742, LDR 711A, ORG 716, RES 709
- 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 is considered a re-entry student.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Doctor of Business Administration program prepares mid-careerists across the sector to bring new insights to bear on the practice of business administration, providing aspiring leaders with the competencies necessary to grow their leadership capacity in business settings through a mastery of business administration scholarship and praxis, effectively apply of this insight to current business environments, and produce solution-oriented organizational research.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.

- Integrate the SPL model throughout the doctoral journey and beyond.
- Cultivate a leadership identity that reflects a mature and strategic understanding of the dynamics of diverse business environments.
- Analyze organizational landscapes in order to drive performance excellence through cultural competence, competitive advantage, long-term sustainability, employee satisfaction, and community engagement.
- Generate research of a high caliber to identify and address opportunities for improvement in business contexts.

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).

Foundations, 9 total credits

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>BUS 700</td>
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<tr>
<td>Introduction to Business Administration in Doctoral Study</td>
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<tr>
<td>LDR 711A ~</td>
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</tr>
<tr>
<td>Leadership Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>ORG 716 ~</td>
<td>3</td>
</tr>
<tr>
<td>Organizational Theory and Design</td>
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</tr>
</tbody>
</table>

Business Administration and Leadership Electives, 18 total credits

Students may satisfy the Business Administration and Leadership Electives with any combination of the courses below; however, the College recommends that students select and complete all courses within one elective track.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FIN 711 ~</td>
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<tr>
<td>Financial Measures of Value Added</td>
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<tr>
<td>MGT 711 ~</td>
<td>3</td>
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<tr>
<td>Strategic Opportunities in an Internet-based Global Economy</td>
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</tr>
<tr>
<td>MKT 711 ~</td>
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<tr>
<td>Marketing and Managing the Customer Relationship</td>
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<tr>
<td>BUS 721</td>
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<tr>
<td>Issues in Optimizing Operations</td>
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</tr>
<tr>
<td>LDR 731 ~</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Issues in Leadership</td>
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<tr>
<td>BUS 733 ~</td>
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<td>Transforming the Business Research, 9 total credits</td>
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<table>
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<td>Research Conceptualization and Design</td>
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</tr>
<tr>
<td>RES 710 ~</td>
<td>3</td>
</tr>
<tr>
<td>Statistical Research Methods and Design I</td>
<td></td>
</tr>
<tr>
<td>RES 724 ~</td>
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</tr>
<tr>
<td>Qualitative Methods and Design</td>
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Symposium, 6 total credits

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<td>Symposium I</td>
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<td>DOC 719S ~</td>
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Dissertation, 12 total credits

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<tr>
<td>DOC 723</td>
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</tr>
<tr>
<td>Doctoral Seminar II</td>
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<td>DOC 741</td>
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<td>Doctoral Dissertation</td>
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<td>DOC 742</td>
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<td>Doctoral Project IV</td>
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The following continuing enrollment courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.

Students may be required to complete the A or the A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received.

If QRM (Dissertation proposal) is not approved by the completion of DOC 741B, a failing grade will be issued.

Student may be required to complete the A or the A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

If QRF (final dissertation) is not approved by the completion of DOC 742B, a failing grade will be issued.

Dissertation Continuing Enrollment

<table>
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<tbody>
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</tr>
<tr>
<td>DOC 741B ~</td>
<td>3</td>
</tr>
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<td>Doctoral Dissertation</td>
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</tr>
<tr>
<td>DOC 888 ~</td>
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<tr>
<td>Dissertation Continuing Enrollment II</td>
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Project Continuing Enrollment

<table>
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<tbody>
<tr>
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<tr>
<td>Doctoral Project IV</td>
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</tr>
<tr>
<td>DOC 742B ~</td>
<td>3</td>
</tr>
<tr>
<td>Doctoral Project IV</td>
<td></td>
</tr>
<tr>
<td>DOC 988 ~</td>
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<tr>
<td>Project Continuing Enrollment II</td>
<td></td>
</tr>
</tbody>
</table>
study.

Additional Admission Requirements for the DBA
All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Current or a record of past employment or access to a work environment is required for admission.

- Students who have previously attended a business-aligned doctoral program at a college or university with approved institutional accreditation, or that is provincially accredited and that completed all required courses to reach All-But-Dissertation (ABD) or candidacy status at that institution, will be considered as satisfying BUS 700, six credits in Research, and all their Electives requirements. The transfer coursework must align to the doctoral program, but no further content restrictions will apply. Transfer coursework from their previous institution will be applied to these 27 credits as course waivers if the students meet all the following conditions, as verified by an ABD waiver enrollment recommendation from the Dean of the College of Doctoral Studies, or an approved delegate:
  - Proof of ABD or candidacy status at the prior institution.
  - An official transcript showing a minimum of 27 semester credit hours completed in a business-aligned doctoral program.
  - ABD or candidacy status at the prior institution must have been achieved within (10) years from current program enrollment agreement sign date.

- A written statement from the student outlining a plan for the completion of the dissertation, including, at a minimum, why the applicant’s dissertation was not completed at the previous institution and why the applicant believes a dissertation can now be completed at UOPX in the allowable timeframe. Students will submit any completed portion(s) of their dissertation and/or proposal from their previous institution for review in connection with this written statement.

- A cumulative GPA of 3.0 for all doctoral coursework listed on the official transcript from the institution where the student achieved ABD or candidacy status. Transfer coursework that was earned outside of the institution where the student achieved ABD or candidacy will not be calculated into the cumulative GPA for admissibility.

- Any other information requested and deemed necessary by the College to validate the qualification requirements listed above and the student’s overall readiness to enter the program.

Degree Requirements for the DBA
- A minimum of 54 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Written approval of the dissertation proposal.
- Successful completion of all credit and non-credit bearing degree requirements, including an approved dissertation and signature page signed by the Dean.
- 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:

- Students may concurrently enroll in classes provided that the following criteria are met:
  - Must have a minimum GPA of 3.5
  - Must have earned at least 15 credits in the University of Phoenix doctoral program
  - Must have no history of academic probation, scholastic disqualification, or scholastic suspension in a University of Phoenix doctoral program

- Students may have only one incomplete grade on their records at a time.

- Students must complete each phase of the dissertation process in chronological order - phase 1 through phase 5. These phases are:
  - 1. Prospectus
  - 2. Precis
  - 3. Concept Review
  - 4. Proposal
  - 5. Institutional Review Board (IRB) and final dissertation approval

- Students must be enrolled in or have successfully completed the appropriate course(s) in order to complete the corresponding dissertation phase.

- Students must have a Dissertation Chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.

- Students must have dissertation proposal approval (QRM), and IRB approval, prior to enrollment in DOC 742.

- Final Quality review of dissertation and successful oral defense during the dissertation process phase 5.

Academic Standing and Minimum Grade Requirements for the DBA
- Students who fail to meet the minimum grade of a "B-" in BUS 710 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 who fail to meet the minimum grade of a "B-" in LDR 711A 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.

- All credit-bearing courses, with the exception of 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 27 credits in the Required Course of Study, must be completed at UOPX.
- Students may be granted a waiver with credit for BU 700 if they have earned a graduate degree in business or related discipline, from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation, college or university within 10 years from current program enrollment agreement sign date.
- Students who used the prior completion of a graduate degree to waive doctoral coursework requirements in a previous program, and who complete a program change to a new program or version, will not be eligible to carry those waivers forward to satisfy doctoral programmatic requirements.
- 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 college or university with approved institutional accreditation, or that is provincially accredited or in candidacy for approved institutional or provincial 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 course. Courses must be assessed and approved by the CDS Dean or an approved delegate.
- Students may waive a maximum of 27 credits from their required course of study.
- The following course(s) may not be waived: DOC 714S, DOC 715, DOC 719S, DOC 723, DOC 741, DOC 742, LDR 711A, ORG 716, RES 709
- 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 is considered a re-entry student.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Doctor of Health Administration program prepares mid-careerists across the health sector for the future of healthcare, providing aspiring leaders with the competencies necessary to lead and meet the demands of rapidly changing healthcare organizations, shape the structure of complex health systems and their evolution, and contribute to the existing body of knowledge through evidence-based practice and innovative organizational research.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.

- Integrate the SPL model throughout the doctoral journey and beyond.
- Cultivate a leadership identity that reflects a mature and strategic understanding of the dynamics of diverse health sector environments.
- Analyze organizational landscapes in order to drive performance excellence through integration of the Triple Aim, with consideration for the importance of innovation and risk-taking in balance with imperatives for quality and safety, policy, sustainability and environmental stewardship, and community relationships.
- Generate research of a high caliber to identify and address opportunities for improvement in complex health sector contexts.
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).

**Foundations, 9 total credits**
- DHA 700 .................................................................3 credits
- Introduction to Health Administration in Doctoral Study
- LDR 711A ~ ..........................................................3 credits
- Leadership Theory and Practice
- DHA 711 ~ ...........................................................3 credits
- Administration of Complex Health Care Systems

**Healthcare Administration and Leadership Electives, 18 total credits**

Students may satisfy the Healthcare Administration and Leadership Electives with any combination of the courses below; however, the College recommends that students select and complete all courses within one elective track.
- DHA 715 ~ ...........................................................3 credits
- Risk Management in Complex Health Organizations
- DHA 721 ~ ...........................................................3 credits
- Health Care Economics
- DHA 722 ~ ...........................................................3 credits
- Policy and Regulation in Health Care
- DHA 731 ~ ...........................................................3 credits
- Population Health and Epidemiology
- DHA 732 ~ ...........................................................3 credits
- Evaluation of Health Care Programs
- DHA 733 ~ ...........................................................3 credits
- Contemporary Leadership Issues

**Research, 9 total credits**
- RES 709 ~ ...........................................................3 credits
- Research Conceptualization and Design
- RES 710 ~ ...........................................................3 credits
- Statistical Research Methods and Design I
- RES 724 ~ ...........................................................3 credits
- Qualitative Methods and Design

**Symposium, 6 total credits**
- DOC 714S ~ ..........................................................3 credits
- Symposium I
- DOC 719S ~ ..........................................................3 credits
- Symposium II

**Dissertation, 12 total credits**
- DOC 715 ~ ...........................................................3 credits
- Doctoral Seminar I
- DOC 723 ~ ...........................................................3 credits
- Doctoral Seminar II
- DOC 741 ~ ...........................................................3 credits
- Doctoral Dissertation
- DOC 742 ~ ...........................................................3 credits
- Doctoral Project IV

The following continuing enrollment courses may be required to satisfy requirements for the doctoral program.

Students may be required to complete the A or the A and B courses for DOC 741 until Quality Review Final (QRF) and Oral Defense approvals have been received.

If QRM (Dissertation proposal) is not approved by the completion of DOC 741, a failing grade will be issued.

Students may be required to complete the A or the A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

If QRF (final dissertation) is not approved by the completion of DOC 742, a failing grade will be issued.

**Dissertation Continuing Enrollment**
- DOC 741A ~ ..........................................................3 credits
- Doctoral Dissertation
- DOC 741B ~ ..........................................................3 credits
- Doctoral Dissertation
- DOC 888 ~ ...........................................................1 credit
- Dissertation Continuing Enrollment II

**Project Continuing Enrollment**
- DOC 742A ~ ..........................................................3 credits
- Doctoral Project IV
- DOC 742B ~ ..........................................................3 credits
- Doctoral Project IV
- DOC 988 ~ ...........................................................1 credit
- Project Continuing Enrollment II

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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
Students who have previously attended a healthcare-aligned doctoral program at a college or university with approved institutional accreditation, or that is provincially accredited, and that completed all required courses to reach All-But-Dissertation (ABD) or candidacy status at that institution, may be granted a waiver with credit for DHA/700 if they meet the following criteria:

- Students may have only one incomplete grade on their records at a time.
- Students must complete each phase of the dissertation process in chronological order - phase 1 through phase 5. These phases are:
  - Prospectus
  - Precis
  - Concept Review
  - Proposal
  - Institutional Review Board (IRB) and final dissertation approval
- Students must be enrolled in or have successfully completed the appropriate course(s) in order to complete the corresponding dissertation phase.
- Students must have a Dissertation Chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Students must have dissertation proposal approval (QRM), and IRB approval, prior to enrollment in DOC 742.
- Final Quality review of dissertation and successful oral defense during the dissertation process phase 5.

Academic Standing and Minimum Grade Requirements for the DHA

- Students who fail to meet the minimum grade of a "B-" in DHA 700 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 who fail to meet the minimum grade of a "B-" in LDR 711A 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 who used the prior completion of a graduate degree to waive doctoral coursework requirements in a previous program, and who complete a program change to a new program or version, will not be eligible to carry those waivers forward to satisfy doctoral programmatic requirements.
- 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:

Degree Requirements for the DHA

- A minimum of 54 doctorate credits.
- A minimum GPA of 3.0.
- Written approval of the dissertation proposal.
- Successful completion of all credit and non-credit bearing degree requirements, including an approved dissertation and signature page signed by the Dean.
- 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:

- Students may concurrently enroll in classes provided that the following criteria are met:
  - Must have a minimum GPA of 3.5
  - Must have earned at least 15 credits in the University of Phoenix doctoral program
  - Must have no history of academic probation, scholastic disqualification, or scholastic suspension in a University of Phoenix doctoral program

- Students must meet established University residency requirement for degree conferral. The University requires that 27 credits in the Required Course of Study, must be completed at UOPX.
- Students may be granted a waiver with credit for DHA/700 if they have earned a graduate degree in healthcare administration or related discipline within 10 years from current program enrollment agreement sign date, from a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- Students who used the prior completion of a graduate degree to waive doctoral coursework requirements in a previous program, and who complete a program change to a new program or version, will not be eligible to carry those waivers forward to satisfy doctoral programmatic requirements.
- 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 college or university with approved institutional accreditation, or that is provincially accredited or in candidacy for approved institutional or provincial 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 course. Courses must be assessed and approved by the CDS Dean or an approved delegate.
• Students may waive a maximum of 27 credits from their required course of study.
• The following course(s) may not be waived: DHA 711, DOC 714S, DOC 715, DOC 719S, DOC 723, DOC 741, DOC 742, LDR 711A, RES 709
• 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 is considered a re-entry student.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

No appeals will be accepted for re-entry to an expired program.

Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
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:
  - 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 college or university with approved institutional accreditation 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 attend 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
A medical exemption may be granted to specific vaccines. As an exception, a signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination. For enrollments effective on or after July 1, 2020. Varicella: The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1979, be immunized for varicella-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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant). As an exception, a signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination.

For enrollments effective on or after July 1, 2020. Tetanus, Diphtheria, Pertussis (Tdap): The Hawaii State Department of Health requires that all students attending school at a campus in this state be immunized for Tetanus Diphtheria, and Pertussis (Tdap). 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, signed by a US licensed practitioner (physician, Advanced Practice Registered Nurse, or Physician Assistant). Exemptions from the MMR, Varicella, and Tdap immunization requirements may be granted for the following reasons:

- A medical exemption may be granted to specific vaccines.
- A religious exemption may be granted if the student signs a statement certifying that the student's religious beliefs prohibit the practice of immunization. Requests for religious exemptions based on exemptions to specific immunizing agents will not be granted.
- 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 Hawaii must present a TB Clearance obtained within 12 months prior to their first attendance in a post-secondary school in Hawaii or a TB Clearance obtained after age sixteen. A TB Clearance must be submitted with the Hawaii TB Clearance form prior to the first night of class or the student will not be permitted to attend class. Students may submit a copy of their TB Clearance received prior to their attendance at another Hawaii post-secondary school.

**Program Length**

The established "normal time" to complete a certificate program is as follows: Education - 45 to 55 weeks, General Studies - 30 weeks, Health Professions - 21 to 40 weeks, Nursing (FNP certificate) - 138 weeks, Nursing (general) - 36 weeks, Social and Behavioral Sciences - 30 to 40 weeks, Business and Information Technology - 10 to 45 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.
Leadership and Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Certificate in Leadership and Management program is designed to prepare graduates with the knowledge, skills, and values necessary to effectively lead others within a variety of organizational settings and situations. The program includes content related to organizational leadership, business strategy development, decision making, change management, effective communication, performance improvement, and entrepreneurship.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 synthesize leadership concepts and practices in support of organizational mission and values.
- Students will integrate decision-making skills to advance organizational goals.

Required Course of Study for the CERT/LDR

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).

Leadership and Management Core, 15 total credits

LDR 305 ................................................................. 3 credits
   Foundations of Leadership

LDR 306 ~ ............................................................. 3 credits
   Organizational Leadership: Building a Performance Culture

LDR 307 ~ ............................................................. 3 credits
   Leadership Strategy and Decision Making

Communication Strategies for Leaders

LDR 308 ~ ............................................................. 3 credits
   Leading Through Change

Leadership and Management Capstone, 3 total credits

LDR 310 ~ ................................................................. 3 credits
   Applied Leadership Capstone

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/LDR

A Credit Bearing Certificate program is one that bears UOPX credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each College. 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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).

Certificate Completion Requirements for the CERT/LDR

- 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 and Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/LDR

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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study. Students in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) may not be waived: LDR 310
Re-entry for the CERT/LDR

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not entering the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be processed in the spirit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Business Analytics Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Business Analytics certificate will prepare students with the skills necessary to analyze data to make impactful business decisions that will improve the competitive advantages of an organization. Students will learn the skills of extracting meaningful information from digital data sources and make decisions regarding operations, sales and marketing, research and development, and other core business functions. Topics covered within the program include information technologies and applications; data mining, data analytics, and data visualization; practices for the collection, integration, analysis, and presentation of business data and information; and data ethics and security. Students will also be provided with the opportunity to apply these core business analytics skills to industry-specific cases through the selection and completion of elective courses within the program.

Program Category Requirements and Prerequisites for the CERT/BSAN

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 Analytics Foundation, 9 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 221 - Introduction to Computer Applications and Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>QNT 275 - Statistics for Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHL 320 - Critical Thinking and Decision Making in Business</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Business Analytics Core, 15 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 351 - Business Research</td>
<td>3 credits</td>
</tr>
<tr>
<td>ETH 328 - Data Ethics and Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>IM 310 - Data Analytics and Modeling</td>
<td>3 credits</td>
</tr>
<tr>
<td>DSC 330 - Data Communication and Visualization for Business</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGT 362 - Change Management and Implementation</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Business Analytics Electives, 3 total credits

Students choose one course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 441 - Marketing Research</td>
<td>3 credits</td>
</tr>
<tr>
<td>MKT 448 - Web Analytics for Digital Marketing</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 303 - Project Estimating and Control Techniques</td>
<td>3 credits</td>
</tr>
<tr>
<td>BRM 360 - Retail Data Analytics for Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>HM 482 - Hospitality Analytics for Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCM 440 - Managing Quality in the Supply Chain</td>
<td>3 credits</td>
</tr>
<tr>
<td>Health Care Data Analytics</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 CERT/BSAN
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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/BSAN
- Completion of a minimum of 27 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: Business Analytics (Undergraduate)

Residency Requirements and Course Waivers for the CERT/BSAN
- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 18 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

Students in this program may waive a maximum of 9 credits from their required course of study.
- The following course(s) may not be waived: DSC 330, IM 310, MGT 362
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.
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 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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Applicants must have access to a suitable work environment for the completion of course assignments.

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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

Students in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
Phoenix campus locations: Online, depending on state of residency.

Operations Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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. 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, implement project management best practices, and identify sourcing opportunities to enhance the efficiency of an organization. Additional topics include process analysis and improvement, quality control, production planning, inventory systems, and managing the delivery of services.

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).

Introductory Course, 3 total credits
OPS 350 ................................................................. 3 credits
Operations Management

Operations Management Core, 9 total credits
OPS 400 ~ .............................................................. 3 credits
Business Process Management
OPS 405 ~ .............................................................. 3 credits
Enterprise Resource Management
OPS 415 ~ .............................................................. 3 credits
Systems Thinking and Performance Measurement

Operations Management Elective, 3 total credits
CPMGT 300 ~ ........................................................ 3 credits
Project Management
CPMGT 302 ~ ........................................................ 3 credits
Procurement and Risk Management
FIN 419 ~ ............................................................ 3 credits
Finance for Decision Making

ISCOM 383 ~ ....................................................... 3 credits
Global Value Chain Management
ISCOM 386 ~ ....................................................... 3 credits
Service Operations Management
ISCOM 472 ~ ....................................................... 3 credits
Lean Enterprise
MGT 420 ~ ............................................................ 3 credits
Managing Quality in the Supply Chain

Operations Management Capstone, 3 total credits
OPS 420 ~ ............................................................ 3 credits
Operations Management Capstone

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/OPS

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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state-sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).

• 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, 12 credits in the Required Course of Study, must be completed at UOPX.

• 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 college or university with approved institutional accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
• Students in this program may waive a maximum of 6 credits from their required course of study.
• The following course(s) may not be waived: OPS 420
Re-entry for the CERT/OPS
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Marketing Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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, the pricing of products and services, 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.

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
MKT 440 ~ ...............................................................3 credits
Fundamentals of Digital Marketing
The University reserves the right to modify the required course of study.
Additional Admission Requirements for the CERT/MKT
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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- 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 as: 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.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

Students in this program may waive a maximum of 3 credits from their required course of study.

Re-entry for the CERT/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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Human Resource Management Certificate (Undergraduate)
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.
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
HRM 324 ~ ...............................................................................3 credits
Employment Law
HRM 326 ~ ...............................................................................3 credits
Total Compensation
HRM 420 ~ ...............................................................................3 credits
Human Resource Risk Management
HRM 498 ~ ...............................................................................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
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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- 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.
- 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.
- The activity must have been completed at a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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.
- Experiential Journal credit is not eligible to waive courses in the required course of study.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- The following course(s) may not be waived: HRM 498

Re-entry for the CERT/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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students who cannot complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program without appeal if they can complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

**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** ~ Organization Behavior for Managers ...................................................... 3 credits
- **MGT 498** ~ Strategic Management .............................................................................. 3 credits

**Students must choose 4 of the following:**

- **ACC 400** ~ Accounting for Decision Making .......................................................... 3 credits
- **BRM 353** ~ Product and Brand Management ............................................................. 3 credits
- **CPMGT 300** ~ Project Management ........................................................................... 3 credits
- **FIN 419** ~ Finance for Decision Making .................................................................... 3 credits
- **HM 370** ~ Hospitality Management ........................................................................... 3 credits
- **HRM 300** ~ Fundamentals of Human Resource Management .................................... 3 credits
- **HRM 326** ~ Employee Development .......................................................................... 3 credits
- **ISCOM 305** ~ Systems Operations Management ....................................................... 3 credits
- **ISCOM 370** ~ Strategic Supply Chain Management .................................................. 3 credits
- **LDR 300** ~ Innovative Leadership .............................................................................. 3 credits
- **MGT 317** ~ Critical Skills in Management .................................................................. 3 credits
- **MGT 411** ~ Innovative and Creative Business Thinking ............................................ 3 credits
- **MGT 418** ~ Evaluating New Business Opportunities .................................................. 3 credits
- **MGT 420** ~ Managing Quality in the Supply Chain .................................................... 3 credits
- **MGT 426** ~ Managing Change in the Workplace ......................................................... 3 credits
- **MKT 448** ~ Web Analytics for Digital Marketing ........................................................ 3 credits
- **OF 370** ~ Innovation for the 21st Century .................................................................. 3 credits
- **MGT 445** ~ Organizational Negotiations .................................................................... 3 credits
- **MUS 320** ~ The Music Business Today ....................................................................... 3 credits
- **MKT 448** ~ Sales, Tools and Strategies ..................................................................... 3 credits

**Certificate Completion Requirements for the CERT/MGT**

- 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: 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.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• The following course(s) may not be waived: MGT 498

Re-entry for the CERT/MGT
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

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**Project Management Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPMGT 300</td>
<td>Project Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 301</td>
<td>Strategic Portfolio and Project Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 302</td>
<td>Project Management Methodologies</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 303</td>
<td>Procurement and Risk Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 304</td>
<td>Project Estimating and Control Techniques</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Project Management Electives, 3 total credits**

Students must choose one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CPMGT 305</td>
<td>Agile Project Management with Scrum Methodology</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 310</td>
<td>Leading Projects in Organizations</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 311</td>
<td>Project Management Methodologies</td>
<td>3 credits</td>
</tr>
<tr>
<td>CPMGT 312</td>
<td>Program Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGT 445</td>
<td>Organizational Negotiations</td>
<td>3 credits</td>
</tr>
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</table>

**Project Management Capstone, 3 total credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPMGT 305</td>
<td>Project Management Capstone</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 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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- 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
- 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.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
  - Students in this program may waive a maximum of 3 credits from their required course of study.
- The following course(s) may not be waived: CPMGT 305

Re-entry for the CERT/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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
  - No appeals will be accepted for re-entry to an expired program.
  - Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.
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
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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
• 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.
• 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• The following course(s) may not be waived: FIN 486

Re-entry for the CERT/FINP
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance in a program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Cloud Computing Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Certificate in Cloud Computing will introduce students to the foundations of cloud computing and services. Students learn concepts in Linux, cloud development, cloud operations and securing a network on the cloud. Students will also gain skills in developing and deploying cloud-based applications on AWS platforms through hands-on labs and sandbox environments. Coursework in this program is aligned to key industry certifications like AWS Cloud Practitioner, Cloud Developer and SysOps Administrator.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.
• Create cloud-based solutions using technical tools and methods.
• Design a secure cloud-based application using AWS.

Required Course of Study for the CERT/CLD

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).

Select eighteen (18) credits

Foundation, 6 total credits
NTC 260 ................................................................. 3 credits
NTC 300 ~................................................................. 3 credits

Cloud Technologies

Programming, 3 total credits
CYB 225 ................................................................. 3 credits
Linux Fundamentals

Cloud Developer and Operations, 9 total credits
NTC 302 ~................................................................. 3 credits
NTC 304 ~................................................................. 3 credits

Cloud Operations

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/CLD

High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).

Signed Hardware/Software Agreement

Program Completion Requirements for the CERT/CLD

• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.00.
• The certificate awarded for this program will read as: Cloud Computing (Undergraduate)

Residency Requirements and Course Waivers for the CERT/CLD

Students must meet the established University residency requirement for certificate conferral. The University requires that 9 credits in the Required Course of Study must be completed at UOPX. 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

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 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:
Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

**Scripted and Compiled Programming Languages Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission for the Certificate in Programming Languages prepares students for employment in various IT related areas by providing fundamental knowledge in programming that will enable them to contribute solutions to a wide range of challenges in computer science. The Certificate in Programming Languages is designed to provide experiential learning in a scripting and a compiled language to be used in fields such as cybersecurity, information technology or data analysis. Students will gain hands on experience in Python, Java or C++ to build a foundation in programming and exposure to solutioning real world challenges that can be demonstrated in a portfolio. Coursework can help students who are interested in pursuing the PCEP - Certified Entry-Level Python Programmer and C++ Certified Associate Programmer Certification or Java SE 11 Programmer I, gain the fundamental knowledge to prepare for the industry certification exams.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Student knows the concepts of scripting or compiled programming languages.
- Student employs compiled or scripting programming skills for application development.

**Required Course of Study for the CERT/SCPL**

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).

Select twenty-one (21) credits

**Introductory Programming, 3 total credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRG 211</td>
<td>Algorithms and Logic for Computer Programming</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Scripted Programming Languages, 6 total credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYB 130</td>
<td>Scripted and Compiled Programming Languages</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 135</td>
<td>Object-Oriented Scripting Language</td>
<td>3 credits</td>
</tr>
<tr>
<td>CYB 136</td>
<td>Object-Oriented Security Scripting</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Compiled Programming Languages, 6 total credits
PRG 420 ~ ................................................................. 3 credits
Java Programming I
PRG 421 ~ ................................................................. 3 credits
Java Programming II

Database Management, 3 total credits
DBM 380 ~ ................................................................. 3 credits
Database Concepts

Capstone, 3 total credits
PRG 430 ~ ................................................................. 3 credits
Programming Project Capstone: Web or Cloud Application

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/SCPL
- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/SCPL
- Completion of a minimum of 21 credits.
- A minimum grade point average (GPA) of 2.0.
- The certificate awarded for this program will read as: Scripted and Compiled Programming Languages (Undergraduate)

Residency Requirements and Course Waivers for the CERT/SCPL
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 UOPX.
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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
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 an institution with approved institutional accreditation 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 in this program may waive a maximum of 9 credits from their required course of study.
- The following course(s) may not be waived: PRG 430

Re-Entry for the CERT/SCPL
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

University of Phoenix, 2020-2021
PROFESSIONAL PROGRAMS
CERTIFICATE PROGRAMS FOR THE COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY

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**Cybersecurity Policy and Governance Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depends on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

Provides students with the tools and skills needed to manage cybersecurity practice and policy in private industry and government. Cybersecurity policy and governance concepts help organizations protect their data, identify and manage cyber risk, and recover from cyber-attacks. This program is tailored to the needs of IT managers and professionals seeking the knowledge and skills relevant to a Chief Information Security Officer. As an added benefit is the content in this focus area is aligned to the EC Council exam for Certified Chief Information Security Officer (CCISO).

**Program Category Requirements and Prerequisites for the CERT/CPG**

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).

**Chief Information Systems Officer Governance, 15 total credits**

- CYB 405 Information Systems Governance .......................................................... 3 credits
- CYB 407 Information Systems Risk Controls and Auditing Management .............. 3 credits
- CYB 409 Information Systems Leadership, Projects and Operations .................. 3 credits
- CYB 411 Information Systems Core Competencies ............................................... 3 credits
- CYB 413 Information Systems Governance .......................................................... 3 credits
- CYB 415 Project Cybersecurity Policy and Governance ....................................... 3 credits

**Capstone, 3 total credits**

- CYB 415 ~ Project Cybersecurity Policy and Governance ....................................... 3 credits

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/CPG**

- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

**Certificate Completion Requirements for the CERT/CPG**

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.00.
- The certificate awarded for this program will read as: Cybersecurity Policy and Governance (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/CPG**

Students must meet established University residency requirement for certificate conferral. The University requires that a major of coursework, 12 credits in the Required Course of Study, must be completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

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 an institution with approved institutional accreditation 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 in this program may waive a maximum of 6 credits from their required course of study.

The following course(s) may not be waived: CYB 415

**Re-Entry for the CERT/CPG**

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
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- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Cyber and Network Defense Certificate (Undergraduate)**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

Teaches the methods for looking for weaknesses and vulnerabilities in systems. IT firms are the main recruiters of ethical hackers, however these experts are also needed by other industries like financial service providers, airlines, retail chains and hotels. An added benefit is the content is aligned to the EC Council Certified Ethical Hacker (CEH) certification exam and builds hacking skills that in a legal and legitimate way.

**Program Category Requirements and Prerequisites for the CERT/CND**

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).

**Penetration Testing Tools, 6 total credits**
- CYB 225 ~ ................................................................. 3 credits
- Linux Fundamentals
- CYB 227 ~ ................................................................. 3 credits
- Sniffing and Network Analysis

**Ethical Hacking, 9 total credits**
- CYB 229 ~ ................................................................. 3 credits
- Ethical Hacking Part 1
- CYB 231 ~ ................................................................. 3 credits
- Ethical Hacking Part 2
- CYB 233 ~ ................................................................. 3 credits
- Ethical Hacking Part 3

Capstone, 3 total credits
- CYB 235 ~ ................................................................. 3 credits
- Project Ethical Hacking

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/CND**
- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

**Certificate Completion Requirements for the CERT/CND**
- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.00.
- The certificate awarded for this program will read as: Cyber and Network Defense (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/CND**

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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

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 an institution with approved institutional accreditation 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 in this program may waive a maximum of 6 credits from their required course of study.
The following course(s) may not be waived: CYB 235

Re-Entry for the CERT/CND
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Advanced Cybersecurity Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Advanced 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 integrate elements of security in a Networked environment
• Students will coordinate the use of information security tools within an organization.

Program Category Requirements and Prerequisites 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).

Cybersecurity, 18 total credits

Select 18 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGT 400</td>
<td>Intro to Information Assurance &amp; Security</td>
<td>3</td>
</tr>
<tr>
<td>CYB 360</td>
<td>Wireless Security</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 430</td>
<td>Enterprise Security</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 431</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 433</td>
<td>Cyber Security</td>
<td>3</td>
</tr>
<tr>
<td>CMGT 442</td>
<td>Information Systems Risk Management</td>
<td>3</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.
Additional Admission Requirements for the CERT/ACS
- High school graduation from an institution that holds state approval for high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- 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.
- The certificate awarded for this program will read as:
  Advanced Cybersecurity (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 UOPX.

Students in this program may waive a maximum of 6 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 which meets the following criteria:
- The activity must have been completed at a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.

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 college or university with approved institutional accreditation 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.

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 and Prerequisites 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 Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA 385</td>
<td>Intro to Software Engineering</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSS 422</td>
<td>Software Architecture</td>
<td>3 credits</td>
</tr>
<tr>
<td>POS 408</td>
<td>C++ Programming I</td>
<td>3 credits</td>
</tr>
<tr>
<td>.NET I</td>
<td>.NET II</td>
<td>3 credits</td>
</tr>
<tr>
<td>PRG 410</td>
<td>Java Programming I</td>
<td>3 credits</td>
</tr>
<tr>
<td>PRG 420</td>
<td>Java Programming II</td>
<td>3 credits</td>
</tr>
<tr>
<td>PRG 421</td>
<td>Java Programming 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 CERT/ASD

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/ASD

- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/ASD

- 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 Software Developer (Undergraduate)

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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 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 an institution with approved institutional accreditation 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 in this program may waive a maximum of 6 credits from their required course of study. Experiential Journal credit is not eligible to waive courses in the required course of study.

**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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
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- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Advanced Networking Certificate is designed to provide complete coverage of networking topics 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.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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).

**Networking, 18 total credits**

- **NTC 362** ................................................................. 3 credits
  Fundamentals of Networking
- **NTC 320** ................................................................. 3 credits
  Network Design Associate
- **NTC 324** ................................................................. 3 credits
  Administering Windows Server
- **NTC 326** ................................................................. 3 credits
  Windows Server Configuration
- **NTC 328** ................................................................. 3 credits
  Advanced Windows Services
- **NTC 409** ................................................................. 3 credits
  Global Network Architecture and Design
- **POS 435** ................................................................. 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
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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- 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.
- Completion of a minimum of 18 credits.

Residency Requirements and Course Waivers for the CERT/AN

Students must meet established University residency requirement for certificate conferment. 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 an institution with approved institutional accreditation 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 in this program may waive a maximum of 6 credits from their required course of study.

Experiential Journal credit is not eligible to waive courses in the required course of study.

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
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- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 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 Information Systems Fundamentals 3 credits

Information Security, 9 total credits
CMGT 245 IS Security Concepts 3 credits
CMGT 230 Fundamentals of SSCP 3 credits
CMGT 232 Fundamentals of Cyber Security and Cryptography 3 credits

Networking, 6 total credits
NTC 247 Wireless Networking Concepts 3 credits
NTC 260 Foundations of Cloud Services 3 credits
POS 221 Windows Server Configurations 3 credits

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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).

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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Cybersecurity Digital Forensics 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 depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Cybersecurity Digital Forensics Certificate provides students with knowledge about computer forensics, security risk, and insider threats. Students will learn risk management concepts related to cybersecurity such as how to assess risk, respond to security incidents, and analyze evidence. Coursework focuses on assessing security incidents and how to properly report on these incidents as it relates to security policies and laws. Students gain hands on experience using forensic investigation techniques across a variety of security incidents. Coursework in this program is aligned to the EC Council Certified Incident Handler (ECIH) and Computer Hacking Forensics Investigator (CHFI) certification exams.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Apply the right forensic investigation techniques to different types of cybersecurity incidents in a methodical manner.
- Analyze the evidence of an incident to report a cyber-crime, including detailing what led to the incident, implications of the incident and how to prevent future attacks.

Program Category Requirements and Prerequisites for the CERT/CYDF

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 Forensics, 15 total credits

- CYB 445 ....................................................................................3 credits
- CYB 447 ....................................................................................3 credits
- CYB 449 ....................................................................................3 credits
- CYB 451 ....................................................................................3 credits
- CYB 453 ....................................................................................3 credits
- Network, Wireless, Web, Email and Mobile Forensics
- Project Digital Forensics, 3 total credits
- CYB 455 ....................................................................................3 credits
- Project Digital Forensics

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/CYDF

- High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/CYDF

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- The certificate awarded for this program will read as: Cybersecurity Digital Forensics (Undergraduate)
Residency Requirements and Course Waivers for the CERT/CYDF

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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 the effective dates of the approved articulation agreement 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 Journal credit is not eligible to waive courses in the required course of study.

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 college or university with approved institutional accreditation 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 in this program may waive a maximum of 6 credits from their required course of study.

The following course(s) may not be waived: CYB 455

Re-Entry for the CERT/CYDF

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modalities only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

Cybersecurity Network Forensics Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Cybersecurity in Network Forensics Certificate provides students with knowledge and skills in penetration testing methodologies. Cybersecurity network forensics concepts focus on building the skills and competencies required of a pen tester, including incident and response handling, and vulnerability analysis, across a variety of network types. As an added benefit, coursework in this focus area is aligned to the EC Council exam for Certified Security Analyst (ECSA).

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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.

- Analyze risks to the security of an infrastructure through intensive assessments required to effectively mitigate risks.
- Demonstrate the application of penetration testing methodology to perform a comprehensive security audit of the organization.
Program Category Requirements and Prerequisites for the CERT/CYNF
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).

Security Analyst, 12 total credits
CYB 425 ~.................................................................................3 credits
Security Analyst Procedures and Methodology
CYB 427 ~.................................................................................3 credits
Security Analyst Network Threat Testing
CYB 429 ~.................................................................................3 credits
Security Analyst: Database, Web Apps and Perimeter Devices
CYB 431 ~.................................................................................3 credits
Security Testing and Analysis
Project Pen Testing, 6 total credits
CYB 433 ~.................................................................................3 credits
Project Pen Testing Plan
CYB 435 ~.................................................................................3 credits
Project Pen Testing Execution and Report

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/CYNF
• High school graduation from an institution that holds state approval to confer high school diplomas, or that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
• Signed Hardware/Software Agreement
Certificate Completion Requirements for the CERT/CYNF
• Completion of a minimum of 18 credits.
• A minimum grade point average (GPA) of 2.0.
• The certificate awarded for this program will read as: Cybersecurity Network Forensics (Undergraduate)

Residency Requirements and Course Waivers for the CERT/CYNF
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 UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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.

Experience Journal credit is not eligible to waive courses in the required course of study.

The activity must have been completed and transcripted from a college or university with approved institutional accreditation with which the University of Phoenix has an 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 in this program may waive a maximum of 6 credits from their required course of study.

The following course(s) may not be waived: CYB 433, CYB 435

Re-entry for the CERT/CYNF
• 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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to retain their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Category Requirements for the CERT/G-CS

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 Eighteen (18) Credits

ACC 537 ................................................................. 3 credits
Financial Accounting
BSA 505 ................................................................. 3 credits
IS Auditing Processes
BSA 510 ................................................................. 3 credits
IT Governance and Management
BSA 515 ................................................................. 3 credits
Acquisition, Development and Implementation of IS
BSA 520 ................................................................. 3 credits
Operations, Maintenance and Support of IS
BSA 525 ................................................................. 3 credits
Information Assets Protection
CIS 568 ................................................................. 3 credits
Information Systems Concepts

The University reserves the right to modify the required course of study.

General Information for the CERT/G-CS

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-CS

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admisibility.

- 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.

- The course must have been completed at University of Phoenix, 2020-2021.

- 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 in this program may waive a maximum of 6 credits from their required course of study.

The University reserves the right to modify the 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 college or university with approved institutional accreditation, or that is a candidate for accreditation.

- 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 in this program may waive a maximum of 6 credits from their required course of study.
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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA 530</td>
<td>IT Architecture</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSA 540</td>
<td>Data Relationship Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSA 550</td>
<td>Customer Relationship Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSA 570</td>
<td>Analytic Programming</td>
<td>3 credits</td>
</tr>
<tr>
<td>BSA 580</td>
<td>Statistical Business Analytics</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIS 568</td>
<td>Information Systems Concepts</td>
<td>3 credits</td>
</tr>
<tr>
<td>DBM 502</td>
<td>Database Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>MTH 540</td>
<td>Statistics</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Additional Admission Requirements for the CERT/G-BA

Additional Admission Requirements for the CERT/G-BA

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Signed Hardware/Software Agreement
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.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 6 credits from their required course of study.

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Graduate Human Resource Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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
- 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-HRM
All applicants are expected to meet the following admissions requirements:
- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissions.

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.
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation;
  - 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.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
Graduate Accounting Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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, it is recommended to students who may be planning to take the CPA exam to utilize CPA Test Preparation software of their choice in conjunction with their coursework.

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 the program will allow a successful student to qualify for examination in that 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 admission 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, College of Business and Information 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 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>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 541 ~</td>
<td>Accounting</td>
<td>3 credits</td>
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<tr>
<td>ACC 561</td>
<td></td>
<td>3 credits</td>
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<tr>
<td></td>
<td>Accounting Theory &amp; Research</td>
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Graduate Accounting Certificate Electives (Choose 3):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<tr>
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<td>ETH 557</td>
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<td>3 credits</td>
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<tr>
<td></td>
<td>Forensic Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting Ethics</td>
<td></td>
</tr>
</tbody>
</table>

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 complete 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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
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.
- Students who complete the Graduate Accounting Certificate and wish to enroll in the MSA program can apply courses towards the MSA program requirement.
- The certificate awarded for this program will read as: Graduate Accounting

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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation;
- 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.

Students in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Graduate Marketing Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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
MKT 552 ~................................................................................3 credits Technology Applications and e-Marketing
MKT 554 ~................................................................................3 credits Consumer Behavior
MKT 562 ~................................................................................3 credits Advanced International Marketing

The University reserves the right to modify the required course of study.
General Information for the CERT/G-MKT

- 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-MKT

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

Certificate Completion Requirements for the CERT/G-MKT

- 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 Marketing

Residency Requirements and Course Waivers/Competency for the CERT/G-MKT

Completion of a minimum of 12 credit of the required course of study to meet University 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

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 or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

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.

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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 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.

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.

Students in this program may waive a maximum of 6 credits from their required course of study.

The following course(s) may not be waived: MGT 521, PM 598
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 to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

Graduate Finance Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Graduate Finance Certificate is designed for students wanting to develop skills in finance as a financial analyst for the financial services industry, business or financial planning. The program allows customization of offerings in the finance area. It is comprised of fundamental, and core finance courses, while allowing a selection of courses to focus on several different areas of interest in finance.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 analyze financial needs to make operational decisions.
- Students will develop internal control policies and procedures to manage risk.
- Students will utilize financing techniques to make local or global investment decisions.

CERT/G-FIN Program Category Requirements Preferred Course 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).

**Finance Foundation, 3 total credits**

- FIN 571 ................................................................. 3 credits

**Finance Core, 6 total credits**

- FIN 580 ~ ............................................................ 3 credits
- Global Capital Markets
- FIN 585 ~ ............................................................ 3 credits

**Financial Controlling**

- Audit and Compliance Management
- FIN 591 ~ ............................................................ 3 credits

**Graduate Finance Electives, 6 total credits**

- Mergers and Acquisitions
- FIN 592~ ............................................................ 3 credits
- Investment Banking
- FIN 593~ ............................................................ 3 credits

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/G-FIN

All applicants are expected to meet the following admissions requirements:

- Signed Certificate Application.
- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

Certificate Completion Requirements for the CERT/G-FIN

- Completion of a minimum of 15 credits.
- A minimum grade point average (GPA) of 3.0.

The certificate awarded for this program will read as: Graduate Finance
Residency Requirements and Course Waivers for the CERT/G-FIN

Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 3 credits from their required course of study or Graduate Finance Electives.

Re-entry for the CERT/G-FIN

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Graduate Health Care Management Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Graduate Health Care Management Certificate is designed for students wanting to develop skills in the management of business operations in health care services organizations, health care related industries, small individual or group practices, and health insurance. The program emphasizes the identification, analysis, and solution of complex management problems. Also addressed are health care concepts and decision models used by managers in today’s health care environment. The certificate is based upon courses in health care organizations, health care infrastructure, and current issues in health law and ethics.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Business and Information 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 analyze the impact of health care policy, information technology, and innovation on the delivery and services provided by the industry.
- Students will utilize data to support quality and performance measure decision-making processes for health care entities.
- Students will demonstrate management of organizational finances within the economic environment of various health care industries.
- Students will analyze the impact of various management and leadership theories within health care organizations and delivery systems.

CERT/G-HCM Program Category Requirements Preferred Course 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).

Introductory Course, 3 total credits

CEM 535 .................................................................................................3 credits
Managing the Experience within the Health Care Environment

Healthcare Business Operations, 6 total credits

OPS 572~ .................................................................................................3 credits
Operations Management in Health Care
Select one of the following:
MHA 507 ~ .................................................................................................3 credits
Leveraging Informatics in the Health Sector
DAT 565 ~ .................................................................................................3 credits
Data Analysis and Business Analytics
Health Care Management Electives, 6 total credits
MHA 516 ~ ................................................................. 3 credits
Operating in Structure: Health Sector Policy and Governance
MKT 573 ~ ................................................................. 3 credits
Marketing in Health Care
PM 571~ ................................................................. 3 credits
Project Management
MHA 560 ~ ................................................................. 3 credits
Creating A Sustainable Legacy: Healthy Communities

Additional Admission Requirements for the CERT/G-HCM
All applicants are expected to meet the following admissions requirements:

- Signed Certificate Application.
- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

Certificate Completion Requirements for the CERT/G-HCM

- Completion of a minimum of 15 credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Graduate Health Care Management

Residency Requirements and Course Waivers for the CERT/G-HCM

Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 3 credits from their required course of study.

Re-entry for the CERT/G-HCM
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF HEALTH PROFESSIONS

Graduate Health Care Informatics Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

• Learners will analyze informatics in health administration contexts to inform strategic data sourcing and decision-making.

• Learners will distinguish the ways in which data are utilized across diverse health information systems.

• Learners will critique health information system implementation and interaction across the health sector.

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 ~ Introduction to Graduate Study in Health Sciences/Nursing .......................... 1 credit
HCS 500 ~ Concepts of Health Care Informatics .............................................................. 3 credits
HCI 520 ~ Data Management and Design ................................................................. 3 credits
HCI 510 ~ Systems Life Cycle .................................................................................... 3 credits

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the HCI

• An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor's degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

• A minimum equivalent of one year of full-time post high school work experience or volunteer experience is required.

Certificate Completion Requirements for the HCI

• 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: Health Care Informatics

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 at a college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.

• 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 waived 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Graduate Health Care Compliance and Privacy Certificate

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Graduate Health Care Compliance and Privacy Certificate is designed to prepare leaders and aspiring leaders for the Certificate in Healthcare Compliance (CHC) examination and leadership positions in compliance and privacy within the health care industry that require competency in compliance practices, ethical considerations, and policy implementation regarding privacy, regulatory affairs and legal obligations within the health care industry.

Program Purpose

The Graduate Health Care Compliance and Privacy Certificate is designed to prepare leaders and aspiring leaders for leadership positions in compliance and privacy within the health care industry that require competency in compliance practices, ethical considerations, and policy implementation regarding privacy, regulatory affairs and legal obligations within the health care industry. The certificate educationally prepares students to sit for the Certificate in Healthcare Compliance (CHC) examination.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

- Learners will create compliance and privacy practices for diverse health care organizations.
- Learners will assemble competencies required for leadership of compliance and privacy functions within the health care industry.
- Learners will evaluate ethical considerations regarding leadership of compliance and privacy practices across the health care industry.

Required Course of Study for the CERT/G-HCP

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). MHA 505 ................................................................. 3 credits
Systems Thinking in Health Care Environments
HCP 513 ~ ................................................................. 3 credits
Health Care Compliance Foundations
HCP 514 ~ ................................................................. 3 credits
Leading Compliance in Health Care Organizations
HCP 516 ~ ................................................................. 3 credits
Auditing, Monitoring and Corrective Action in Compliance
HCP 517 ~ ................................................................. 3 credits
Communication and Reporting Mechanisms in Compliance

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/G-HCP

- An undergraduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or comparable undergraduate bachelor’s degree or higher 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 GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
Certificate Completion Requirements for the CERT/G-HCP

- Completion of a minimum of 15 credits.
- A minimum program grade point average (GPA) of 3.0.
- The certificate awarded for this program will read: Graduate Health Care Compliance and Privacy.

Residency Requirements and Course Waivers for the CERT/G-HCP

Students must meet established University residency requirement for degree conferral. The University requires that all coursework, 12 credits in the Required Course of Study, must be completed at UOPX.

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 college or university with approved institutional accreditation, or that is a candidate for approved institutional accreditation.
- 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 in this program may waive a maximum of 3 credits from their required course of study.

The following course(s) may not be waived: MHA 505

Minimum Grade Requirements for the CERT/G-HCP

- Students in this program are required to achieve a minimum grade of "C" (2.0) in courses listed below. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" will be scholastically disqualified from the University: HCP 513, HCP 514, HCP 516, HCP 517
- 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 program.

Re-entry for the CERT/G-HCP

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative 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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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) exam, a national certification offered through the National Health-careers Association.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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.

- Learners will translate medical billing codes and terminology to support claim reimbursement.
- Learners will summarize insurance verification processes for medical reimbursement.
- Learners will create a basic medical claim for reimbursement.
- Learners will explain compliance requirements as it relates to health care information.

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.
Students who completed a certificate in its entirety and who
Applicants must be at least 16 years of age at the time of
Additional Admission Requirements for the CERT/MR
- High school graduation from an institution that holds state
- A minimum grade point average (GPA) of 2.0.
- Completion of a minimum of 24 credits.
Students in this program will be placed on scholastic
Minimum Grade Requirements for the CERT/MR
- Students earning this certificate en-route to completion of a
- The activity must be comparable in content and semester
- The activity must have been completed at a college or
- Any student in a competency-based education (CBE) program is
- Any student who has been out of attendance for more than 365
- Experiential Journal credit is not eligible to waive courses in the
- 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
- The activity must be comparable in content and semester academic credits to the University course it is replacing and
- The activity must have been completed at a college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
- The following course(s) may not be waived: HCR 203
Re-entry for the CERT/MR
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCIS 140 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Fundamentals of Electronic Health Records</td>
<td></td>
</tr>
<tr>
<td>HCS 214 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>HCS 216 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>HCR 202 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
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<tr>
<td>HCR 201 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td></td>
</tr>
<tr>
<td>HCR 203 ~</td>
<td>3 credits</td>
</tr>
<tr>
<td>Medical Claims Processing and Compliance</td>
<td></td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

General Information for the CERT/MR
- 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/MR
- 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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).

Certificate Completion Requirements for the CERT/MR
- 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 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 (Undergraduate)

Minimum Grade Requirements for the CERT/MR
- 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: HCR 201, HCR 202, HCR 203, HCS 214, and HCS 216.

Residency Requirements and Course Waivers for the CERT/MR
- 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, 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 Journal credit is not eligible to waive courses in the required course of study.
  - The following course(s) may not be waived: HCR 203

Re-entry for the CERT/MR
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.

No appeals will be accepted for re-entry to an expired program.

Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Health Information Systems Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

This certificate is designed for individuals that want to work with information technology within the health care industry. Focus is on database concepts, information networking and telecommunications, system design, and the project management of health information systems. Students will blend health care concepts with technology terminology and skills for preparation within the growing technology sector of the health industry.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Health Professions 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 project management concepts to health care organizations.
- Students will explain IT system integration in the health care industry.
- Students will explain technology information system concepts to support the health care industry.

Program Purpose

The Health Information Systems Certificate (CERT/HIS) is an academic certificate that provides a foundation of knowledge to pursue a career in health information systems and technology. Upon successful completion of the program, students will be educationally prepared to pursue a certification as a Certified Associate in Healthcare Information and Management Systems (CAHIMS) through the Healthcare Information and Management Systems Society (HIMSS).

Preferred Sequence and Prerequisites for the CERT/HIS

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>HCS 131</td>
<td>Business Communication Skills for Health Care Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 318</td>
<td>Information Systems Risk Management in Health Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 352</td>
<td>Foundations of IT in the Health Care Environment</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 410</td>
<td>Health Care Industry Terms for IT Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCIS 420</td>
<td>Information Systems Risk Management in Health Care</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Additional Admission Requirements for the CERT/HIS

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 that is accredited, or a candidate for accreditation at the time the student attended, by an acceptable accrediting body; a foreign secondary institution completion credential; or a successfully completed state sanctioned test to include TASC (Test Assessing Secondary Completion), GED (General Education Development), CHSPE (California High School Proficiency Examination), or HiSET (High School Equivalency Test).
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/HIS

- Completion of a minimum of 24 credits.
- A minimum grade point average (GPA) of 2.00.
- All students must complete the minimum number of credits required by their certificate program.
- The certificate awarded for this program will read as: Health Information Systems (Undergraduate)

Residency Requirements and Course Waivers for the CERT/HIS

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 24 credits in the Required Course of Study, must be completed at UOPX.
- Students may not waive any courses in this program.
Re-entry for the CERT/HIS

• 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.

• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.

• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.

• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.

• No appeals will be accepted for re-entry to an expired program.

• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF NURSING

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

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" 15 panel, plus alcohol drug test.

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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 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.

Program Purpose

This certificate program is designed for nurses with current RN licensure who desire a concentrated course of study in Nursing Administration (NAD). The course of study prepares nurses to function in leadership roles in nursing administration. Students may be eligible to sit for the Nurse Executive Certification Exam and should contact the American Nurses Credentialing Center for eligibility requirements.

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.

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 516AD ~ ......................................................... 3 credits
Practicum I

NSG 517AD ~ ......................................................... 3 credits
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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- 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 an RN license obtained by taking the NCLEX-RN exam. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico

- 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 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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
• 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” 15 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 Program 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 Program 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.
• Students may not waive any courses in this program.

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.
• Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
• Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
• Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
• Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
• No appeals will be accepted for re-entry to an expired program.
• Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
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 residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 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.

Program Purpose

This certificate program is designed for nurses with current RN licensure who desire a concentrated course of study in Nursing Education (NED). The course of study prepares nurses for roles within nurse education in a variety of educational and practice settings. Graduates may be eligible to sit for the Nurse Educator Certification Exam and should contact the National League for Nursing for eligibility requirements.

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 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
Facilitating Engaged Learning
NSG 516ED ~ ....................................................... 3 credits
Practicum I
NSG 517ED ~ ....................................................... 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 college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- 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. Students must provide documentation showing successful completion of the US NCLEX-RN exam:
  - Guam
  - American Samoa
  - Northern Mariana Islands
  - US Virgin Islands
  - Puerto Rico

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 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/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. If any RN license held by the student becomes restricted or encumbered, the student will be restricted from scheduling future courses and will be removed from any course they are currently attending.
- 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" 15 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 Program 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 Program 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 conferment. The University requires that 18 credits in the Required Course of Study must be completed at University of Phoenix.
- Students may not waive any courses in this program.

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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF EDUCATION

Alternative Pathway/Elementary Education

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Alternative Teaching Certificate Pathway in Elementary Education is a program intended for students with no prior teaching experience for the elementary teacher license in Arizona. The certificate program blends academic theory with relevant coursework, field experiences and student teaching, the curriculum is designed to align with national standards.

The Alternative Teacher Certificate Pathway in Elementary Education is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states.

Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure in their home-state (or out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements, including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements that can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Purpose

The Alternative Teaching Certificate in Elementary Education is a graduate level certificate program intended to prepare students with no prior teaching experience for initial teacher licensure. The certificate program is designed for students who want to become elementary education teachers. Candidates for this certificate program have already earned a bachelor’s degree. The certificate program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 credits

MTE 503 .................................................................................................................0 credits
Orientation to Alternative Pathway Certificate

Educational Theories and Models, 6 total credits

APE 518 ~ .................................................................................................................3 credits
Elementary Models, Theories, and Instructional Strategies

APE 522 ~ .................................................................................................................3 credits
Elementary - Effective Learning Environments

Assessment, 3 total credits

APES 562 .................................................................................................................3 credits
Assessment and Evaluation
**Students enrolled in this program must have an undergraduate \( \text{requirements:} \)

- **Content and Curricular Knowledge, 3 total credits**
  - APE 515 ~ ................................................................. 3 credits
  - Elementary Content Methods

- **Special Populations, 5 total credits**
  - APES 514 ~ ............................................................ 2 credits
  - Survey of Special Populations
  - SEI 504 ~ ................................................................. 3 credits
  - Structured English Immersion - Elementary

- **Clinical Practice, 3 total credits**
  - APES 545 ~ ............................................................. 3 credits
  - Clinical Practice
  - Delaware, New Jersey, Tennessee, and North Carolina residents will take ELM 545 in place of APES 545
  - ELM 545 ~ ............................................................... 3 credits
  - Elementary Clinical Practice

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the CERT/AP-E**

All applicants are expected to meet the following admissions requirements:
- Students enrolled in this program must have an undergraduate degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from institutions without ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation will not be accepted. All coursework for the Undergraduate degree or higher must have been taken from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACS COC, or WSCUC accreditation. Coursework taken during an institution’s candidacy period is not acceptable for admission.
- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- North Carolina Residents: A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Verification of fingerprint clearance
- A signed Arizona Alternative Pathways New Student Checklist
- Students who reside outside of the US or US Territory are not eligible to apply.

**Additional Admission Requirements for South Carolina residents with admissions application or program change agreement signed 10/1/2020 or later**

Students residing in South Carolina must provide verification of the following prior to admission:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

**Additional Admission Requirements for Georgia Residents with admission application or program change agreement signed 1/1/2020 or later**

Georgia residents seeking a Georgia certificate must:
- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Assessment
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

**Additional Admission Requirements for Texas residents with admission application or program change agreement signed 1/1/2020 or later**

Students residing in Texas must provide verification of the following prior to admission:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

**Additional Admission Requirements for Montana residents with admission application or program change agreement signed 1/1/2020 or later**

Students residing in Montana must provide verification of the following:
- Completion of the online course, An Introduction to Indian Education for All in Montana

**Certificate Completion Requirements for the CERT/AP-E**

- Completion of a minimum of 23 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of program assessment.
- Satisfactory completion of any required clinical practice/student teaching courses.
- Completion of My Time Log. To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- 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-E program will read as: Alternative Pathway - Elementary Education

Georgia residents who complete field experience, student teaching, and apply for state certification must complete:
- GACE Educator Ethics Exit Exam (360)
**Academic Progression Requirements for the CERT/AP-E**

- Candidates must provide verification of the following prior to beginning their clinical practice placement. Candidates must provide:
  - Verification of negative TB test results, or other TB clearance documentation (District specific).
  - Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific).

  The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

  Tennessee Residents: Students residing in the state of Tennessee, and that choose to complete a job-embedded pathway, must provide passing scores on the Tennessee state content knowledge exam before beginning the job-embedded pathway.

  - Verification of the completion of 60 hours of clinical experience (or as required by state of residency).
  - Students residing in Utah must complete any outstanding credits towards completion of their major/minor as indicated in the admissions requirements prior to clinical practice.
  - State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching.

  **Direct Licensure Applicants:** Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:

  - **Montana Enrollment Agreements signed prior to 1/1/2020:**
    - Completion of the online course, An Introduction to Indian Education for All in Montana
  - **Wyoming:** Students residing in Wyoming must provide verification of the following prior to the student teaching placement:
    - Completion of a Wyoming Constitution course or demonstration of knowledge by examination
    - Completion of a US Constitution course or demonstration of knowledge by examination

  **Reciprocity Licensure Applicants:** Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:

  - **Missouri:** Students residing in Missouri must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Completion of a US Constitution course or the US Constitution AEPA Exam
  - **New Jersey:** Students residing in New Jersey must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Completion of a US Constitution course or the US Constitution AEPA Exam

  - **New Mexico:** Students residing in New Mexico must provide verification of the following:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Completion of a US Constitution course or the US Constitution AEPA Exam

  - **Puerto Rico:** Students residing in Puerto Rico must provide verification of the following:
    - Completion of a Puerto Rico History course
    - Completion of a US History course

  - **Texas Enrollment Agreements signed prior to 1/1/2020:**
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Completion of a US Constitution course or the US Constitution AEPA Exam

- **Candidates will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.**

- **Georgia residents:** Students who complete APES/514 (or equivalent) after 1/1/2020 must earn a B or better to receive credit for the course.

**Minimum Grade Requirements for the CERT/AP-E**

- Candidates must earn a “B” or better in all clinical practice courses in order to complete this program. Grades of “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 and required to complete a remediation process prior to repeating the course and/or clinical practice: APES 545, ELM 545

- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Completion of the online course, An Introduction to Indian Education for All in Montana
  - Completion of a Wyoming Constitution course or demonstration of knowledge by examination

  **Residency Requirements and Course Waivers for the CERT/AP-E**

  - Completion of a minimum of 20 credits of the required course of study to meet University residency requirements.

  - 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation, or that is a candidate for accreditation.
    - 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 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 in this program may waive a maximum of 3 credits from their required course of study.

• The following course(s) may not be waived: APE 518, APE 522, APES 545, APES 562, ELM 545, MTE 503

• Arizona residents may waive SEI 504 or SEI 506 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 Full SEI Endorsement.
  • Augmented Provisional SEI Endorsement (45 hours)
  • Arizona English as a Second Language Endorsement
  • Arizona Bilingual Endorsement

Clinical Experience and Clinical Practice for the CERT/AP-E

Clinical Experience

Beginning with the first course, and throughout the program, candidates are required to complete verified clinical experiences (as required by state of residency), covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate’s program. Documentation of clinical experience will be reviewed by campus staff and faculty prior to clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

Clinical Practice

• Clinical Practice is a full-time experience. Each campus establishes operational policies related to placement and completion of clinical practice. Candidates must follow the guidelines in place at their campus.

• Students must complete clinical practice hours as noted below:
  • Elementary candidates must complete three (3) semester hours of supervised clinical practice.

• Clinical practice can only be repeated one time.

• Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
  • Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students’ successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.

  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

  - Student teachers who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their clinical practice courses, will be withdrawn from the clinical practice course, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.

  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

• Unapproved self-terminations of clinical practice:
  • Student teachers that execute an unapproved self-termination of clinical practice, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students’ successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.

  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

  - Student teachers that execute an unapproved self-termination of clinical practice, after having met any amount of attendance in their clinical practice courses, will be withdrawn from the clinical practice course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.

  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

• Candidates who do not successfully complete a successive attempt of the clinical practice experience will be removed from the program, placed on Scholastic Suspension, 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 clinical practice 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 clinical practice. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the clinical practice course and complete and upload the Teacher Performance Assessment.
Students should complete clinical practice within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the clinical practice courses).

Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

Institutional Recommendation for the CERT/AP-E

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.
- Georgia residents: Students must complete APES 514 with a grade of B or better to be eligible for the IR.

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice, 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.

Arizona Teaching Intern Certificate Route

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate’s program of enrollment and content knowledge exam.
- Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
- Passing scores on the designated state content knowledge exam.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:

- Students must be continuously enrolled.
- Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.
Alternative Pathway/Secondary Education

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Alternative Teaching Certificate Pathway in Secondary Education is a program intended for students with no prior teaching experience for the secondary teacher license in Arizona. The certificate program blends academic theory with relevant coursework, field experiences and student teaching, the curriculum is designed to align with national standards.

The Alternative Teacher Certificate Pathway in Secondary Education is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states.

Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure their home-state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements. and they can be found at https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Purpose

The Alternative Teaching Certificate in Secondary Education is a graduate level certificate program intended to prepare students with no prior teaching experience for initial teacher licensure. The certificate program is designed for students who want to become secondary education teachers. Candidates for this certificate program have already earned a bachelor’s degree. The certificate program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state’s requirements. 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 to apply professional ethics to their instructional practices in secondary education
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations
- Students will be able to 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 credits

MTE 503 ................................................................................... 0 credits
Orientation to Alternative Pathway Certificate

Educational Theories and Models, 6 total credits

APS 508 ~ .............................................................................. 3 credits
Secondary - Models, Theories and Instructional Strategies
APS 523 ~ .............................................................................. 3 credits
Secondary - Effective Learning Environments

Assessment, 3 total credits

APES 562 ~ .............................................................................. 3 credits
Assessment and Evaluation
Students enrolled in this program must have an undergraduate degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NÉCHE, NWCCU, SACSQC, or WSCUC accreditation or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from institutions without ACCJC, HLC, MSCHE, NEASC-CTCI, NÉCHE, NWCCU, SACSQC, or WSCUC accreditation will not be accepted. All coursework for the Undergraduate degree or higher must have been taken from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NÉCHE, NWCCU, SACSQC, or WSCUC accreditation. Coursework taken during an institution's candidacy period is not acceptable for admission.

- A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- North Carolina Residents: A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Verification of fingerprint clearance
- A signed Arizona Alternative Pathways New Student Checklist.
- A completed Content Area Declaration Form.
- Students who reside outside of the US or US Territory are not eligible to apply.

**Additional Admission Requirements for Georgia Residents with admissions application or program change agreement signed 10/1/2020 or later**

Students residing in Georgia must provide verification of the following prior to admission:

- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

**Additional Admission Requirements for Texas residents with admissions application or program change agreement signed 1/1/2020 or later**

Students residing in Texas must provide verification of the following prior to admission:

- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
Completion of a US Constitution course or the US Constitution AEPA Exam

**Additional Secondary Admission Requirements for Tennessee**

Students enrolled in the CERT/AP-S program and residing in the state of Tennessee must student teach in an approved endorsement area. Endorsement areas designated as Pre-K-12 or K-12 are not considered approved endorsement areas. The following endorsement areas are considered approved areas:

- Agricultural Edu 6-12
- Arabic 6-12
- Biology 6-12
- Business Education 6-12
- Chemistry 6-12
- Chinese 6-12
- Earth Science 6-12
- Economics 6-12
- English 6-12
- Family & Consumer Science 6-12
- French 6-12
- Geography 6-12
- German 6-12
- Government 6-12
- Greek 6-12
- History 6-12
- Japanese 6-12
- Latin 6-12
- Marketing Edu 6-12
- Mathematics 6-12
- Other World Language 6-12
- Physics 6-12
- Psychology 9-12
- Russian 6-12
- Sociology 9-12
- Spanish 6-12
- Speech Comm. 6-12
- Tech Engineering Edu 6-12

**Certificate Completion Requirements for the CERT/AP-S**

- Completion of a minimum of 23 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of program assessment.
- Satisfactory completion of any required clinical practice/student teaching courses.
- Completion of My Time Log. To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- 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 clinical practice placement. Candidates must provide:
  - Verification of negative TB test results, or other TB clearance documentation (District specific).
  - Passing scores on the designated state content knowledge exam (elementary content or secondary content area specific).

The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

Tennessee Residents: Students residing in the state of Tennessee, and that choose to complete a job-embedded pathway, must provide passing scores on the Tennessee state content knowledge exam before beginning the job-embedded pathway.

- Verification of the completion of 60 hours of clinical experience (or as required by state of residency).
- Students residing in Utah must complete any outstanding credits towards completion of their major/minor as indicated in the admissions requirements prior to clinical practice.
- State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching.

Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state:

**Montana Enrollment Agreements signed prior to 1/1/2020:**

- Completion of the online course, An Introduction to Indian Education for All in Montana

**Wyoming:** Students residing in Wyoming must provide verification of the following prior to the student teaching placement:

- Completion of a Wyoming Constitution course or the Wyoming Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

Reciprocity Licensure Applicants: Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:

**Missouri:** Students residing in Missouri must provide verification of the following:

- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

**New Jersey:** Students residing in New Jersey must provide verification of the following:

- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

Georgia residents who complete field experience, student teaching, and apply for state certification must complete:

- GACE Educator Ethics Exit Exam (360)
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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, orWSCUC accreditation, or that is a candidate for accreditation.
- 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 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 in this program may waive a maximum of 3 credits from their required course of study.
- The following course(s) may not be waived: APES 545, APES 562, APS 508, APS 523, MTE 503, SEC 545
- Arizona residents may waive SEI 504 or SEI 506 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 Full SEI Endorsement.
  - Augmented Provisional SEI Endorsement (45 hours)
  - Arizona English as a Second Language Endorsement
  - Arizona Bilingual Endorsement

Clinical Experience and Clinical Practice for the CERT/AP-S

Clinical Experience
Beginning with the first course, and throughout the program, candidates are required to complete verified clinical experiences (as required by state of residency), covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements.

Clinical Practice
- Clinical Practice is a full-time experience. Each campus establishes operational policies related to placement and completion of clinical practice. Candidates must follow the guidelines in place at their campus.
- Students must complete clinical practice hours as noted below:
  - Secondary candidates must complete three (3) semester hours of supervised clinical practice.
- Clinical practice can only be repeated one time.
- Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX.
- Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students' successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
- Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

- Student teachers who are removed from a placement at the request of an appointed administrator, after having met any amount of attendance in their clinical practice courses, will be withdrawn from the clinical practice course, will be issued a grade of “F”, and placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.

- Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

- Unapproved self-terminations of clinical practice:
  - Student teachers that execute an unapproved self-termination of clinical practice, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students’ successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

- Student teachers that execute an unapproved self-termination of clinical practice, after having met any amount of attendance in their clinical practice courses, will be withdrawn from the clinical practice course, will be issued a grade of “F”, and will be placed on Scholastic Disqualification. This experience counts as one of their two clinical practice attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.

- Candidates who do not successfully complete a successive attempt of the clinical practice experience will be removed from the program, placed on Scholastic Suspension, 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 clinical practice 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 clinical practice. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the clinical practice course and complete and upload the Teacher Performance Assessment.

- Students should complete clinical practice within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the clinical practice courses).

- Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

Institutional Recommendation for the CERT/AP-S

- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.

- Upon completion candidates’ records will be analyzed to ensure that they have met all academic requirements for 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.

- Georgia residents: Students must complete APES 514 with a grade of B or better to be eligible for the IR.

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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.

- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.

- Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.

- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice, 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.
Arizona Teaching Intern Certificate Route

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor's degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CCTC, NECHE, NWCCU, SACSCOC, or WSCUC accreditation
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate's program of enrollment and content knowledge exam.
- Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
- Passing scores on the designated state content knowledge exam.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:

- Students must be continuously enrolled.
- Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Alternative Pathway/Special Education

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Alternative Teaching Certificate Pathway in Special Education is a program intended for students with no prior teaching experience for the special education teacher license in Arizona. The certificate program blends academic theory with relevant coursework, field experiences and student teaching, the curriculum is designed to align with national standards.

The Alternative Teacher Certificate Pathway in Special Education is an Arizona-based program for initial teacher licensure that provides the academic preparation to sit for initial teacher certification exams in select states.

Educator licensure requirements vary by state. Candidates located in a state that does not provide a direct path to licensure will be required to obtain Arizona certification first, prior to seeking licensure their home state as an out-of-state prepared candidate. The Arizona certification process requires candidates to pass all Arizona-specific licensure requirements including any Arizona-specific exams (or home state equivalents if recognized by Arizona Department of Education).

After obtaining an Arizona educator license, candidates may be required to complete testing or other additional certification requirements, at additional cost, in their home state to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and they can be located here https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html. The College of Education has made a determination if program requirements in your home state meets, does not meet, or affords no determination has been made. Please check this list regularly prior to contacting your state agency for state-specific requirements.

Candidates beginning or resuming an education program are strongly encouraged to discuss state requirements with their Education Program Specialist and regularly review state specific licensure requirements in the state where they plan to teach.

This program, which leads to certification or licensure, is only approved in select states. If at any point in the program candidates move to another state, their ability to progress could be impacted or even prohibited. Candidates must update their current address with the University and contact their Academic Advisor immediately when such change occurs to ascertain the effect upon their program. Candidates may also consider contacting their Academic Advisor upon contemplating an address change to understand the effect of the change upon their ability to progress in the program.

Program Purpose

The Alternative Teaching Certificate in Special Education is graduate level certificate program intended to prepare students with no prior teaching experience for initial teacher licensure. The certificate program is designed for students who want to become special education teachers. Candidates for this certificate program have already earned a bachelor's degree. The certificate program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. Requirements for licensure vary by state, please visit https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html to see your state's requirements. 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 credits**
- MTE 503 .................................................................................................................. 0 credits

Orientation to Alternative Pathway Certificate

**Foundations of Special Education, 3 total credits**
- APSE 559 ~ .............................................................................................................. 3 credits

Foundations of Special Education

**Educational Theories and Models, 9 total credits**
- APSE 578 ~ .............................................................................................................. 3 credits
- APSE 584 ~ .............................................................................................................. 3 credits
- APSE 576 ~ .............................................................................................................. 3 credits

Learning Disabilities and Language Development Disorders
- APSE 575 ~ .............................................................................................................. 3 credits

Mathematics Instruction for Spec Ed

**Instruction and Management for Special Needs Students, 6 total credits**
- APSE 576 ~ .............................................................................................................. 3 credits

Characteristics of Autism Spectrum Disorders
- SEI 504 ~ .............................................................................................................. 3 credits

Structured English Immersion-Elementary

**Reading, 3 total credits**
- APSE 570 ~ .............................................................................................................. 3 credits

Sped Curriculum and Assessment-Reading/ELA

**Clinical Practice, 3 total credits**
- APSE 545 ~ .............................................................................................................. 3 credits

Clinical Practice

Delaware, New Jersey, Tennessee, and North Carolina residents will take SPE 577 in place of APES 545

**Certificate Completion Requirements for the CERT/AP-SE**

Students enrolled in this program must have an undergraduate degree or higher from a college or university with ACCJC, HLC, MSHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from institutions without ACCJC, HLC, MSHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation will not be accepted. All coursework for the Undergraduate degree or higher must have been taken from a college or university with ACCJC, HLC, MSHE, NEASC-CTCI, NECHE, NWCCU, SACSCOC, or WSCUC accreditation. Coursework taken during an institution’s candidacy period is not acceptable for admission.

A cumulative GPA of 2.5 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- North Carolina Residents: A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., undergraduate, graduate, or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.

- Verification of fingerprint clearance
- A signed Arizona Alternative Pathways New Student Checklist.
- Students who reside outside of the US or US Territory are not eligible to apply.

**Additional Admission Requirements for South Carolina residents with admissions application or program change agreement signed 10/1/2020 or later**

Students residing in South Carolina must provide verification of the following prior to admission:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

**Additional Admission Requirements for Georgia Residents with admission application or program change agreement signed 1/1/2020 or later**

Georgia residents seeking a Georgia certificate must:
- Obtain a Georgia Pre-service Certificate. The steps to qualify for this certificate include:
  - Completion of GACE Educator Ethics Exit Exam
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

**Additional Admission Requirements for Montana residents with admissions application or program change agreement signed 1/1/2020 or later**

Students residing in Montana must provide verification of the following:
- Completion of the online course, An Introduction to Indian Education for All in Montana

**Certificate Completion Requirements for the CERT/AP-SE**

- Completion of a minimum of 24 credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of program assessment.
- Satisfactory completion of any required clinical practice/student teaching courses.
- Completion of My Time Log. To ensure student's meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.
- 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

Georgia residents who complete field experience, student teaching, and apply for state certification 1/1/2020 or thereafter must complete:
- GACE Educator Ethics Exit Exam (360)
Academic Progression Requirements for the CERT/AP-SE

- Candidates must provide verification of the following prior to beginning their clinical practice placement. Candidates must provide:
  - Verification of negative TB test results, or other TB clearance documentation (District specific).
  - Passing scores on the designated state content knowledge exam.

The validity period of passing exam scores is determined by each state at their discretion. The College of Education accepts exam scores that are no more than 10 years old. Candidates may be required to retake their exams if the exam scores are no longer valid in their state.

Students seeking certification in Arizona will take the Arizona Special Education Professional Knowledge exam in lieu of a content knowledge exam.

- Verification of the completion of 60 hours of clinical experience (or as required by state of residency).
- State Specific Requirements: Students residing in the states below must complete additional coursework prior to starting student teaching.
  - Direct Licensure Applicants: Students in states that accept the Arizona program in order to directly apply for initial licensure in their home state: Pennsylvania, New York, New Jersey, District of Columbia, Maryland, Connecticut, Delaware, and Wisconsin.
  - Reciprocity Licensure Applicants: Students who must obtain licensure in their home state: Michigan, Minnesota, and Florida.

Montana Enrollment Agreements signed prior to 1/1/2020: Students residing in Montana must provide verification of the following:
- Completion of the online course, An Introduction to Indian Education for All in Montana

Wyoming: Students residing in Wyoming must provide verification of the following prior to the student teaching placement:
- Completion of a Wyoming Constitution course or demonstration of knowledge by examination
- Completion of a US Constitution course or demonstration of knowledge by examination

Reciprocity Licensure Applicants: Students who must obtain Arizona licensure first and then apply to their home state through reciprocity must complete:

Missouri: Students residing in Missouri must provide verification of the following:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

New Jersey: Students residing in New Jersey must provide verification of the following:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

New Mexico: Students residing in New Mexico must provide verification of the following:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
- Completion of a US Constitution course or the US Constitution AEPA Exam

Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
- Completion of a Puerto Rico History course
- Completion of a US History course

Candidates will be required to have a 3.0 GPA for the program at the time they apply for clinical practice and prior to the approval of their clinical practice.

Minimum Grade Requirements for the CERT/AP-SE

- Candidates must earn a "B" or better in all clinical practice courses in order to complete this program. Grades of "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 and required to complete a remediation process prior to repeating the course and/or clinical practice: APES 545, SPE 577

- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Completion of the academic progression student agreement form, signed by the student and returned to the appointed administrator.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

- If the candidate does not receive a grade of "B" or better on the second attempt, the candidate will be Scholastically Suspended and permanently withdrawn from this program.

Residency Requirements and Course Waivers for the CERT/AP-SE

- Completion of a minimum of 21 credits of the required course of study to meet University residency requirements.
- 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 college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, or WSCUC accreditation, or that is a candidate for accreditation.
  - 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 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 in this program may waive a maximum of 3 credits from their required course of study.
- The following course(s) may not be waived: APES 545, APSE 575, APSE 576, APSE 584, MTE 503, SPE 577
- Arizona residents may waive SEI/504 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 Full SEI Endorsement
  - Augmented Provisional SEI Endorsement (45 hours)
  - Arizona English as a Second Language Endorsement
  - Arizona Bilingual Endorsement
Clinical Experience and Clinical Practice for the CERT/AP-SE

Clinical Experience
Beginning with the first course, and throughout the program, candidates are required to complete verified clinical experiences (as required by state of residency), covering a variety of developmental levels from ages birth through 18 years of age. The focus of each clinical experience will relate to specific course content and will follow a structured format. As part of the verified clinical experiences, candidates must also complete guided clinical experience requirements. The guided clinical experience requirements will be satisfied through the completion of Guided Clinical Experience assignments in specific courses required by the candidate's program. Documentation of clinical experience will be reviewed by campus staff and faculty prior to clinical practice. Candidates must work with their campus and follow necessary guidelines to arrange clinical experience. Students who have failed to meet program requirements for My Time Log must complete the academic progression student agreement form, to be signed by the student and returned to the appointed administrator.

Clinical Practice
- Clinical Practice is a full-time experience. Each campus establishes operational policies related to placement and completion of Clinical Practice Candidates must follow the guidelines in place at their campus.
- Students must complete Clinical Practice hours as noted below: Special Education candidates must complete three (3) semester hours of supervised clinical practice.
- Clinical Practice can only be repeated one time.
- Removal from a placement at the request of an appointed administrator from the clinical practice location or UOPX:
  - Student teachers who are removed from a placement at the request of an appointed administrator, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students' successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Students teachers that execute an unapproved self-termination of clinical practice, prior to starting and posting attendance in their first clinical practice course or while transitioning between their clinical practice courses, will result in the candidate being placed on Scholastic Suspension and administratively withdrawn. Scholastic Suspension will be removed upon the students' successful completion of their supplemental standards remediation process. This experience counts as one of their two clinical practice attempts.
  - Students may request an exemption from this policy when dealing with issues related to family crisis, medical necessity, or natural disaster. Students will need to work with their appointed administrator to have these exceptions approved.
- Candidates who do not successfully complete a successive attempt of the clinical practice experience will be removed from the program, placed on Scholastic Suspension, 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 clinical practice 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 clinical practice. Students must be teaching in a grade level and content area that corresponds with the certification they are pursuing. Students must complete the clinical practice course and complete and upload the Teacher Performance Assessment.
- Students should complete clinical practice within twelve (12) months from their official last date of attendance and the completion of their last required course in the program (excluding the clinical practice courses).
- Clinical practice cannot be waived unless a documented exception exists in program policy. SAC appeals to waive clinical practice will not be accepted.

Institutional Recommendation for the CERT/AP-SE
- Candidates must meet all current program requirements prior to being issued a University of Phoenix Institutional Recommendation (IR, recommendation for state teaching credential, may vary by state). If candidates do not meet all criteria on the IR, the College may be required to list deficiencies or deny the request for an IR.
- Upon completion candidates' records will be analyzed to ensure that they have met all academic requirements for 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.
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 clinical practice may reenter their original program version. Upon re-entry candidates must meet all requirements for their state of residence before being approved for clinical practice.
- Colorado, Indiana, Missouri, Nevada, Oregon, New Mexico, Tennessee, Utah, Hawaii, Texas, and California Versions: 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 appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Missouri, Montana, New Jersey, New Mexico, Puerto Rico, Texas and Wyoming residents: seeking to re-enter an Arizona-approved program who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum must appeal to the Student Appeals Committee (SAC) to return to their original program version.
- Candidates who have been out of attendance for more than one year and are lacking courses in addition to their clinical practice, 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.

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional for Arizona residents and is not a requirement for participation in clinical practice (student teaching). To participate in the Arizona Teaching Intern Certificate Route, candidates must qualify for the Alternative Teaching Certificate.

The Alternative Teaching Certificate entitles the teacher candidate to perform teaching duties under the supervision of a University faculty supervisor and is only valid in the school district or charter school requesting the certificate. The Alternative Teaching certificate is valid for two years and may be extended yearly for no more than two consecutive years.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor’s degree or higher from a college or university with ACCJC, HLC, MSCHE, NEASC-CTCI, NECHE, NWCCU, SACSOC, or WSCUC accreditation
- A valid fingerprint clearance card issued by the Arizona Department of Public Safety
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year. The classroom and grade level must align with the candidate’s program of enrollment and content knowledge exam.
- Verification letter indicating that the candidate is enrolled in an Arizona State Board approved educator preparation program signed by the College of Education appropriate designee.
- Passing scores on the designated state content knowledge exam.

- Students must have a minimum 3.0 GPA and be in good academic and financial standing.

Requirements for extension of the Alternative Teaching Certificate:

- Students must be continuously enrolled.
- Intern route students need to earn credit within an academic term (August to December or January to May). If this is not accomplished, the student will not meet the requirements for the Arizona Department of Education Verification Letter.
- Students must have a minimum 3.0 GPA and be in good academic and financial standing.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF DOCTORAL STUDIES

Post Master’s Certificate in Organizational Leadership and Decision-making

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Organizational Leadership and Decision-making Certificate is designed for working professionals who hold a master’s or doctoral degree and have a critical interest in advancing their organizational leadership skills in order to face the challenges of a rapidly changing business environment brought about by the digital age. This certificate program will prepare students who already have a foundation in management by developing advanced leadership skills that can effective positive change and increase an organization’s competitive edge through targeted decision making.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 strategies for adapting to change that promote future organizational growth and performance in a digital age.
- Students will evaluate and apply leadership theory and techniques to develop personnel performance to support the future needs of the organization.
- Students will apply business ethics theories to foster a culture of ethics and values while proactively addressing risk factors to include legal, regulatory, and government requirements.

Program Category Requirements for the CERT/D-OL

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).

Theory and Practice of Management and Organizational Leadership, 15 total credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG 716</td>
<td>Organization Theory and Design</td>
<td>3</td>
</tr>
<tr>
<td>ORG 726 ~</td>
<td>The Impact of Technology on Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 726 ~</td>
<td>Emerging Managerial Practices</td>
<td>3</td>
</tr>
<tr>
<td>ORG 727 ~</td>
<td>Organizational Diagnosis and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>LDR 736 ~</td>
<td>Architecture of Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Admission Requirements for the CERT/D-OL

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admittance.
- Current or a record of past employment or access to a work environment is required for admission.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
- A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-OL

- Completion of a minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Organizational Leadership and Decision-making

Academic Progression Requirements for the CERT/D-OL

Students are subject to the following academic progression requirements:

- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-OL

- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.
Re-entry for the CERT/D-OL

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

Post Master’s Certificate in Research Essentials

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Certificate in Research Essentials is designed for working professionals who currently hold a master's degree with a strong interest in developing essential research skills in both qualitative and quantitative research methods in the social sciences. This certificate will prepare students to have foundational research knowledge and practice into areas of applied research in their organization.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 distinguish between qualitative and quantitative research methodological strategies to address research questions.
- Students will be able to demonstrate research skills as a means to respond to problems or issues within an organizational environment.
- Students will be able to apply ethical standards appropriate to principles of research ethics.

Program Category Requirements for the CERT/D-RES

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).

**Essential Research Design, 9 total credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 709</td>
<td>Research Conceptualization and Design</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 710</td>
<td>Statistical Research Methods and Design I</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 724</td>
<td>Qualitative Methods and Design</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Research Elective, 3 total credits**

Students may select any course from the following list to fulfill the credit requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 720</td>
<td>Descriptive and Comparative Data Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 721</td>
<td>Correlational Methods of Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 722</td>
<td>Approaches to Phenomenological Inquiry and Data Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 723</td>
<td>Qualitative Case Study</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 724</td>
<td>Ethnomethodology and the Study of Culture</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 725</td>
<td>Grounded Theory Methods</td>
<td>3 credits</td>
</tr>
<tr>
<td>RES 770</td>
<td>Psychometrics</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Additional Admission Requirements for the CERT/D-RES**

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
Certificate Completion Requirements for the CERT/D-RES

- A signed Research Library Access Agreement.
- Completion of a minimum of 12 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Research Essentials

Academic Progression Requirements for the CERT/D-RES

- Students are subject to the following academic progression requirements:
  - Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
  - All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-RES

- Students must meet the established University residency requirement for certificate conferral. The University requires that all 12 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-RES

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Post Master’s Certificate in Curriculum and Instruction

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depends on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master’s Certificate in Curriculum and Instruction (CERT/D-CI) will provide students with foundational and practical knowledge to develop as instructional leaders who can strategically manage and lead processes related to educational curricula, instruction, and assessment. The CERT/D-CI is consistent with the University’s mission to educate working adults to achieve their professional goals and to improve the quality of education in their communities. The program prepares students apply practical and scholarly knowledge in their use of analytical, critical, and innovative thinking to improve the performance of educational institutions design and facilitate learning in culturally diverse classrooms; manage the needs of multiple stakeholders; develop their classrooms, schools, and systems effectively and efficiently in the face of severe funding pressures; address the demands of regulatory bodies; and meet the outcomes established by the greater educational community. The credits earned from CERT/D-CI are transferable and applicable toward the University of Phoenix Doctor of Education degree with a focus in Curriculum and Instruction. The CERT/D-CI does not lead to licensure.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 models for instruction and delivery using foundational theories of curriculum design in the organization.
- Students will evaluate the tools necessary to inform decisions and lead curriculum changes in their organizations.

Program Category Requirements for the CERT/D-CI

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).

Curriculum and Instruction, 15 total credits

EDD 724 ................................................................. 3 credits
Instructional Leadership
CUR 713 ~ ............................................................ 3 credits
Curriculum, Developmental, and Learning Theories
CUR 721 ~ ............................................................ 3 credits
Curriculum Design
CUR 722 ~ ............................................................ 3 credits
Instructional Models
CUR 732 ~ ............................................................ 3 credits
Program Evaluation
**Additional Admission Requirements for the CERT/D-CI**

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
- A signed Research Library Access Agreement.

**Certificate Completion Requirements for the CERT/D-CI**

- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Curriculum and Instruction

**Academic Progression Requirements for the CERT/D-CI**

Students are subject to the following academic progression requirements:

- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

**Residency Requirements and Course Waivers for the CERT/D-CI**

- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

**Re-entry for the CERT/D-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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.

- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

**Post Master’s Certificate in Educational Leadership**

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master’s Certificate in Educational Leadership (CERT/D-EL) will prepare learners to become transformational leaders who will strategically manage and lead complex educational organizations. The CERT/D-EL is consistent with the University’s mission to educate working adults to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to their communities. The Certificate is designed to emphasize leadership and to focus on applied research that improves educational environments. Graduates of the CERT/D-EL will be able to: Utilize and conduct research to evaluate and improve instructional and organizational processes; Provide instructional leadership to support and enhance the educational process; Incorporate knowledge of social, historical, and political theories and processes in educational decision making; and Lead and manage the educational organization through transformation inherent in contemporary society. The credits earned from CERT/D-EL are transferable and applicable toward the University of Phoenix Doctor of Education degree with a focus in Educational Leadership. The CERT/D-EL does not lead to licensure.
Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.

- Student will evaluate the tools necessary to effectively recruit, train, and appraise instructional staff in their organization.
- Students will apply educational leadership theories to promote organizational success.

Program Category Requirements for the CERT/D-EL
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).

Educational Leadership, 15 total credits
- EDD 724 .................................................. 3 credits
- Instructional Leadership
- EDD 772 ~ ............................................. 3 credits
- The Legal Context of Education
- EDD 731 ~ ............................................. 3 credits
- The Economics of Education
- EDD 712 ~ ............................................. 3 credits
- Leadership in Contemporary Organizations
- EDD 733 ~ ............................................. 3 credits

Evaluation and Assessment Methods

Additional Admission Requirements for the CERT/D-EL
All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher 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.
- A cumulative GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
- A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-EL

- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master's Educational Leadership

Academic Progression Requirements for the CERT/D-EL
Students are subject to the following academic progression requirements:

- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-EL

- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-EL

- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution's ability to offer and confer a degree with relevant academic currency in the field of the student's original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
Post Master's Certificate in Educational Technology

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master’s Certificate in Educational Technology (CERT/D-ET) will prepare students to become education leaders who strategically manage and lead processes related to the integration of technology in various learning environments. The CERT/D-ET is consistent with the University’s mission to educate working adults to achieve their professional goals and to improve the quality of education in their communities. Upon completion of all requirements of the CERT/D-ET, students will be able to: Support and enhance the educational process through technological innovation; Manage and lead organizational reform and transformation through strategic decision-making; Design, develop, and implement technology solutions to enhance learning; Balance the competing priorities of technology and curriculum based on research, theory, and experience; Demonstrate strategies for life-long learning and continuous improvement of technological competence Program Structure. The credits earned from CERT/D-ET are transferable and applicable toward the University of Phoenix Doctor of Education degree with a focus in Educational Technology. The CERT/D-ET does not lead to licensure.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 evaluate various media and technology to determine implementation and integration into learning organizations.
• Students will explore areas around technology, curriculum design, and instructional leadership to inform change with their organizations.

Program Category Requirements for the CERT/D-ET

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>Educational Technology, 15 total credits</th>
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<tbody>
<tr>
<td>EDD 724 .............................................................. 3 credits</td>
</tr>
<tr>
<td>Instructional Leadership</td>
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<tr>
<td>EDT 711 .............................................................. 3 credits</td>
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<tr>
<td>Educational Technology Research</td>
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<tr>
<td>EDT 723 .............................................................. 3 credits</td>
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<tr>
<td>Instructional Media and Design Techniques</td>
</tr>
<tr>
<td>EDT 732 .............................................................. 3 credits</td>
</tr>
<tr>
<td>Integrating Technology and Curriculum</td>
</tr>
<tr>
<td>EDT 733 .............................................................. 3 credits</td>
</tr>
</tbody>
</table>

Additional Admission Requirements for the CERT/D-ET

All applicants are expected to meet the following admissions requirements:

• A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
• Current or a record of past employment or access to a work environment is required for admission.
• A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
• A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-ET

• A minimum of 15 doctoral credits.
• A minimum grade point average (GPA) of 3.0.
• The certificate awarded for this program will read as: Post Master’s Educational Technology

Academic Progression Requirements for the CERT/D-ET

Students are subject to the following academic progression requirements:

• Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
• All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-ET

• Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
• Students may not waive any courses in this program.
Re-entry for the CERT/D-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 is considered a re-entry student.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
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- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Post Master’s Certificate in Higher Education Administration

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The mission of the Post Master’s Certificate in Higher Education Administration (CERT/D-HEA) is to prepare education professionals who can address the multiple challenges facing higher education in today’s dynamic global education community. The CERT/D-HEA is consistent with the University’s mission to educate working adults to achieve their professional goals and to improve the quality of education in their communities. 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 CERT/D-HEA 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. The credits earned from CERT/D-HEA are transferable and applicable toward the University of Phoenix Doctor of Education degree with a focus in Higher Education Administration. The CERT/D-HEA does not lead to licensure.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 examine the major features of the financial operations and functions to inform decision making within various types of higher education institutions.
- Students will analyze how higher education institutions operate within a regulatory framework created by local, state, and federal policies to inform decision making within various types of higher education institutions.
- Students will examine the psychosocial, cultural, cognitive-structural and identity theories related to traditional, nontraditional, and diverse students in higher education.

Program Category Requirements for the CERT/D-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).

Higher Education Administration, 15 total credits

- HEA 712 ~ 3 credits
- HEA 713 ~ 3 credits
- HEA 722 ~ 3 credits
- HEA 731 ~ 3 credits
- HEA 732 ~ 3 credits

Additional Admission Requirements for the CERT/D-HEA

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-HEA
- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master's Higher Education Administration

Academic Progression Requirements for the CERT/D-HEA
Students are subject to the following academic progression requirements:
- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-HEA
- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
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- No appeals will be accepted for re-entry to an expired program.

Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.

Post Master's Certificate in Information Systems and Technology
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master's Certificate in Information Systems and Technology (CERT/D-IST) will enable professionals from any industry to understand and evaluate the scope and impact of information systems and technology (IST) from organizational, industry-wide, and global perspectives. The CERT/D-IST curriculum lays a foundation of knowledge in critical thinking, leadership, and the application of IST content areas. Students will integrate this knowledge with their professional experiences and doctoral-level research to create innovative, positive, and practical contributions to the body of IST knowledge. As such, students with a professional leadership background in any discipline will be able to add their unique perspective to the study of the context, breadth, and processes of IST management. Upon completion of all program requirements of the CERT/D-IST, students will be able to: Understand applied research and practical applications as a foundation for executive action; Demonstrate innovation and creativity in developing new IT models to explain, forecast, support; Help improve the strategic, tactical, and operational performance of organizations; Integrate and align IT initiatives with organizational strategy; Lead the IT decision-making process to positive outcomes; Provide leadership to improve the overall performance of the organization in its industry, community, and global environment. The CERT/D-IST incorporates coursework in fundamental management, organizational, and leadership concepts to engender the development of IST leadership perspectives. The credits earned from CERT/D-IST are transferable and applicable toward the University of Phoenix Doctor of Management degree with a focus in Information Systems and Technology Leadership.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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.
- Applying information systems technology functions to enhance organizational decision making.
- Evaluate information technology initiatives to provide integration and alignment with organizational strategy to increase organizational performance.
Program Category Requirements for the CERT/D-IST
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 and Technology, 15 total credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG 726 Impact of Technology on Organizations</td>
<td>3</td>
</tr>
<tr>
<td>IST 710 Foundations of Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>IST 724 Organizational Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>IST 732 Global Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>IST 733 Information Systems Management Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Admission Requirements for the CERT/D-IST
All applicants are expected to meet the following admissions requirements:
- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
- A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-IST
- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master's Information Systems and Technology

Academic Progression Requirements for the CERT/D-IST
Students are subject to the following academic progression requirements:
- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-IST
- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-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 is considered a re-entry student.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
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- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program's re-entry policies and consult the appropriate University representative for guidance.
The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master’s Certificate in Business Administration (CERT/D-BA) provides mid-careerists across the business sector with foundational and practical knowledge to bring new insights to bear on the practice of business administration. These deepening insights will provide aspiring leaders with the competencies necessary to grow their leadership capacity in business settings through a mastery of business administration scholarship and praxis, effectively apply of this insight to current business environments, and produce solution-oriented organizational research. The credits earned from CERT/D-BA are transferable and applicable toward the University of Phoenix Doctor of Business Administration degree. As the global information economy evolves, organizations are becoming increasingly complex and innovative, with organizational models and practices becoming crucial for successfully addressing this complexity. Consequently, leadership in this dynamic environment requires higher, more sophisticated levels of knowledge and skills. The Post-Master’s Certificate in Business Administration program is designed to serve this need by providing doctoral-level education to professional practitioners in business and management.

The CERT/D-BA is offered by the University of Phoenix to enable leaders to improve the standard of living in their communities. The CERT/D-BA has a 15-credit requirement that involves an online modality of instruction delivered in an online, virtual classroom setting. In these courses, learners will work in a cohort of approximately 12 peers and be required to spend approximately 25 hours per week on required course work. The credits earned from CERT/D-BA are transferable and applicable toward the University of Phoenix Doctor of Business Administration degree.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 learn to integrate leadership principles, theories, and practice to promote organizational entrepreneurship, strategic planning, and governance in a global business environment.

• Students will learn to create strategic organizational and marketing models that optimize organization leadership, policies, and resources in a diverse environment.

Program Category Requirements for the CERT/D-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).

Business Administration, 15 total credits

- ORG 716 ~ ................................................................................. 3 credits
- FIN 711 ~ ................................................................................. 3 credits
- MKT 711 ~ ................................................................................. 3 credits
- MGT 711 ~ ................................................................................. 3 credits
- BUS 721 ~ ................................................................................. 3 credits

Additional Admission Requirements for the CERT/D-BA
All applicants are expected to meet the following admissions requirements:

• A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admisibility.

• Current or a record of past employment or access to a work environment is required for admission.

• A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.

• A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-BA
- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master’s Business Administration

Academic Progression Requirements for the CERT/D-BA
Students are subject to the following academic progression requirements:

• Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.

• All credit-bearing courses 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 may have only one incomplete grade on their records at a time.
Residency Requirements and Course Waivers for the CERT/D-BA

- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
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- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.

Post Master's Certificate in Health Administration

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment advisor for more information.

The Post Master’s Certificate in Health Administration (CERT/D-HA) program is intended for early- to mid-careerists across the health sector wanting to focus on health administration at the post-masters level from an applied perspective. The CERT/D-HA is consistent with the University’s mission to educate working adults to achieve their professional goals and to improve the quality of education in their communities. The Certificate is designed to emphasize curricular leadership that improves instruction and educational outcomes. The CERT/D-HA has a 15-credit requirement that involves an online modality of instruction delivered in an online, virtual classroom setting. In these courses, learners will work in a cohort of approximately 12 peers and be required to spend approximately 25 hours per week on required course work. The credits earned from CERT/D-HA are transferable and applicable toward the University of Phoenix Doctor of Health Administration. The credits earned from CERT/D-HA are transferable and applicable toward the University of Phoenix Doctor of Health Administration.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Doctoral Studies 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 learn to analyze components, sub-systems, systems, and interfaces to improve health care systems.
- Students will learn to apply leadership theories, models, and principles to guide complex health care organizations through strategic planning, innovative change, and quality assurance.
Program Category Requirements for the CERT/D-HA
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).

Health Administration, 15 total credits
DHA 711 ................................................................. 3 credits
Administration of Complex Health Care Systems
DHA 715 ~ ............................................................. 3 credits
Risk Management in Complex Health Organizations
DHA 721 ~ ............................................................. 3 credits
Health Care Economics
DHA 722 ~ ............................................................. 3 credits
Policy and Regulation in Health Care
DHA 732 ~ ............................................................. 3 credits
Evaluation of Health Care Programs

Additional Admission Requirements for the CERT/D-HA
All applicants are expected to meet the following admissions requirements:
- A graduate degree or higher from a college or university with approved institutional accreditation, or that is a candidate for accreditation, or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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 GPA of 3.0 for all coursework listed on the degree posted transcript at the same level as the conferred degree (i.e., graduate or doctoral) is required for admission. Transfer coursework that was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current or a record of past employment or access to a work environment is required for admission.
- A signed Hardware/Software agreement verifying Internet access and a multimedia equipped computer.
- A signed Research Library Access Agreement.

Certificate Completion Requirements for the CERT/D-HA
- A minimum of 15 doctoral credits.
- A minimum grade point average (GPA) of 3.0.
- The certificate awarded for this program will read as: Post Master's Health Administration

Academic Progression Requirements for the CERT/D-HA
Students are subject to the following academic progression requirements:
- Students meeting a minimum GPA of 3.5 may concurrently enroll in courses.
- All credit-bearing courses 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 may have only one incomplete grade on their records at a time.

Residency Requirements and Course Waivers for the CERT/D-HA
- Students must meet the established University residency requirement for certificate conferral. The University requires that all 15 credits in the Required Course of Study must be completed at UOPX.
- Students may not waive any courses in this program.

Re-entry for the CERT/D-HA
- 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.
- Any student in a competency-based education (CBE) program is considered to be a re-entry student if no academically related activity has been posted for more than 365 days from the official last date of attendance for their program.
- Re-entry students may re-enroll into their program version without appeal if they can complete their program within their program completion deadline or if their program version is still the most current in their state or jurisdiction. Re-entry students will be able to return to their original modality only if their program version is still available in that modality.
- Re-entry students who cannot complete their program within their program completion deadline based on the maximum credit limit for their program level, whose program version is not the most current in their state or jurisdiction, will be required to enroll into the most current version.
- Re-entry students who cannot complete their program within their program completion deadline, who are not re-entering into the most current program version offered in their state or jurisdiction, may submit an appeal to the Student Appeals Center to re-enter any program that is not yet expired. Appeals will be considered on the merit of the appeal in conjunction with the institution’s ability to offer and confer a degree with relevant academic currency in the field of the student’s original program of study.
- No appeals will be accepted for re-entry to an expired program.
- Any program that leads to professional licensure or certification is exempt from this policy. Re-entry students who wish to re-enroll in a program that leads to professional licensure or certification should review their individual program’s re-entry policies and consult the appropriate University representative for guidance.
TUITION AND FEES - ONLINE RATES

Tuition and fees are listed in the price tables in the ensuing pages. Tuition charged can vary based on whether a student is considered "new" or "continuing" for purposes of tuition and fees.

NEW STUDENTS

New Students enrolled on or after 1/17/2018, who meet one of the following criteria as of 1/17/2018, will be charged the rates listed in the "Standard Tuition Cost Per Credit" column of the table below, and students in this category will be given a guarantee of these tuition rates until their program completion deadline, unless they change programs or program versions: 1) individuals enrolling at University of Phoenix who do not have any positive attendance in any degree or credit-bearing certificate program course at the University, 2) University of Phoenix students who have graduated (degree/certificate conferred) from a University of Phoenix degree or credit-bearing certificate (not an en-route certificate) and are enrolling in a new program, and have not attempted any other program, with positive attendance (i.e. "Y" posted), since graduating from the previous program, 3) students returning to a University of Phoenix program after having no positive attendance ("Y" posted) in any degree or credit-bearing-certificate program course for longer than 365 days from the last positive attendance ("Y" posted), 4) University of Phoenix students who are changing from a bachelor or master degree program (from which they have not graduated) to another program at a higher degree level (e.g., bachelor to master, master to doctoral), or 5) University of Phoenix students who met any of the preceding New Student criteria on or after 1/17/2018, who subsequently change from a program (from which they have not graduated) to another program at any level, and who have at least one recorded positive attendance ("Y" posted) within 365 days of the last recorded positive attendance ("Y" posted).

Tuition

<table>
<thead>
<tr>
<th>Program/Offering Type</th>
<th>Standard Tuition Cost Per Credit</th>
<th>Military Cost Per Credit</th>
<th>Alumni Cost Per Credit</th>
<th>Associate Transfer Cost Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Programs</td>
<td>$398.00</td>
<td>$250.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Bachelor Degree Programs (except BSN-CB students, or BSN students who sign an enrollment agreement on or after 7/1/2020 - see below)</td>
<td>$398.00</td>
<td>$250.00</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>BSN students who sign an enrollment agreement on or after 7/1/2020</td>
<td>$350.00</td>
<td>$250.00</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>BSN-CB*</td>
<td>$300.00</td>
<td>$250.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Master Degree Programs (except MSC, MSN, MAED, and Competency-Based Education programs - see below)</td>
<td>$698.00</td>
<td>$575.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MSC programs</td>
<td>$698.00</td>
<td>$550.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MSN programs</td>
<td>$540.00</td>
<td>$475.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MAED programs</td>
<td>$540.00</td>
<td>$475.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MBA-CB, MHA-CB, and MIS-CB program*</td>
<td>$300.00</td>
<td>$300.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Undergraduate Certificate Programs (except the programs listed below)</td>
<td>$398.00</td>
<td>$250.00</td>
<td>$350.00</td>
<td>N/A</td>
</tr>
<tr>
<td>CCNA (students in CERT/CCNA see Bachelor Degree programs rates above)</td>
<td>$290.00</td>
<td>$250.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CERT/APLUS</td>
<td>$290.00</td>
<td>$250.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NETPLUS</td>
<td>$290.00</td>
<td>$250.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduate Certificate Programs (except the programs listed below)</td>
<td>$698.00</td>
<td>$575.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Program/Offering Type** | **Standard Tuition Cost Per Credit** | **Military Cost Per Credit** | **Alumni Cost Per Credit** | **Associate Transfer Cost Per Credit**
--- | --- | --- | --- | ---
All College of Nursing Graduate Certificate Programs | $540.00 | $475.00 | N/A | N/A
ASC Program | $540.00 | $475.00 | N/A | N/A
CERT/CTEL Program *(For CA residents only)* | $175.00 | $175.00 | N/A | N/A
CERT/T2T-E Program | $280.00 | $280.00 | N/A | N/A
CERT/T2T-S Program | $280.00 | $280.00 | N/A | N/A
CERT/ECH Program | $400.00 | $400.00 | N/A | N/A
CERT/ALT-E Program *(For FL residents only)* | $275.00 | $275.00 | N/A | N/A
CERT/ALT-S Program *(For FL residents only)* | $275.00 | $275.00 | N/A | N/A
CERT/SPE | $540.00 | $475.00 | N/A | N/A
CERT/AP-E | $540.00 | $475.00 | N/A | N/A
CERT/AP-S | $540.00 | $475.00 | N/A | N/A
CERT/AP-SE | $540.00 | $475.00 | N/A | N/A
Doctoral | $810.00 | $650.00 | N/A | N/A
Non-Degree Single Courses - Undergraduate Level *(except the course types listed below)* | $398.00 | $250.00 | $350.00 | N/A
Nursing Single Courses *(enrolled in after 7/1/2020)* - Undergraduate Level | $350.00 | $250.00 | $350.00 | N/A
Non-Degree Single Courses - Graduate Level *(except the course types listed below)* | $698.00 | $575.00 | N/A | N/A
Nursing Single Courses - Graduate Level | $540.00 | $475.00 | N/A | N/A
Education Single Courses - Graduate Level | $540.00 | $475.00 | N/A | N/A
Continuing Education for Educators | $175.00 | $175.00 | N/A | N/A

* The University's Competency-Based Education (CBE) programs are not eligible for any pricing discounts and cannot be combined with any employer benefit programs or University offer or promotion.
CONTINUING STUDENTS

All Continuing Students as of 2/16/2018, (who meet one of the criteria 1-4 listed below) will be charged the same tuition rates listed in the table ABOVE and will be given a guarantee of these tuition rates until their program completion deadline, unless they change programs or program versions, EXCEPT those continuing students who fall into any of the following exception categories:

a) Continuing Students who have chosen to opt out of the "Continuing Students Effective 2/16/2018" tuition rates

b) Continuing Students who are actively receiving and part of any of the following tuition reduction agreements, that were entered into prior to 1/17/2018, and who have chosen to remain with their tuition agreement rate: the Phoenix Scholarship Rewards Program (PSRP), the Phoenix Academic Achievers Scholarship (PAAS), the PAAS for MBA, the Advancing Nurse Leadership Scholarship, the Non Degree Alumni Discount, and/or employer tuition reductions

c) Continuing Students who are participating in the Near Graduation Tuition Reduction program

All Continuing Students must meet one of the following criteria:

1) University of Phoenix students who have been pursuing a degree or credit-bearing-certificate program when the first positive attendance ("Y" posted) was prior to 1/17/2018, who have not been out of attendance (no positive attendance "Y" posted) within 365 days from the last recorded positive attendance ("Y" posted), 2) University of Phoenix students who are changing from a program (from which they have not graduated) to another at the same or lower level, who started the former program prior to 1/17/2018, and who have at least one recorded positive attendance ("Y" posted) within 365 days of the last recorded positive attendance ("Y" posted), 3) University of Phoenix students who are changing from an associate program (from which they have not graduated) to a bachelor program, who started the associate program prior to 1/17/2018, and who have at least one recorded positive attendance ("Y" posted) within 365 days of the last recorded positive attendance ("Y" posted), or 4) University of Phoenix students who are changing from a credit-bearing certificate program from which they have not graduated, or from an en-route credit-bearing certificate program from which they have graduated, to an associate or bachelor program, when the first positive attendance ("Y" posted) for the credit-bearing certificate program was prior to 1/17/2018 and when there is positive attendance ("Y" posted) in the credit-bearing certificate program within 365 days of enrollment in the associate or bachelor program.

MILITARY‡

Students who are affiliated with the U.S. Armed Forces, as active-duty service members and family members of active duty and selected reserve will be charged the tuition rates listed in the 'Military Cost Per Credit' column of the table above.

ALUMNI‡

All alumni students who are applying to a new University of Phoenix bachelor program, undergraduate certificate program, or undergraduate non-degree single course; who have previously completed a degree program with University of Phoenix; whose account with the University is in good standing; and who didn’t earn the previous degree as an en-route credential; will be charged the tuition rates listed in the 'Alumni Cost Per Credit' column of the table above. Students in this category will be given a guarantee of these tuition rates until their program completion deadline, unless they change programs or program versions.

An “N/A” designation for a particular program/offering type means there is no applicable alumni rate for this category and the standard tuition rate applies.

ASSOCIATE TRANSFER‡

Students who are applying to a University of Phoenix bachelor’s degree program for the first time and who have earned an associate’s degree from another college or university with approved institutional accreditation, or who are concurrent enrollment program (CEP) cohort students completing their Associate Degree in Nursing (ADN) and Bachelor of Science in Nursing (BSN) simultaneously, will be charged the tuition rates listed in the 'Associate Transfer Cost Per Credit' column of the table above, effective as of the date the associate’s degree is verified on an official transcript by the Office of Admissions and Evaluation (except for CEP cohort students, who are eligible while still completing their ADN). Students in this category will be given a guarantee of these tuition rates until their program completion deadline, unless they change programs or program versions.

An “N/A” designation for a particular program/offering type means there is no applicable associate transfer rate for this category and the standard tuition rate applies.

‡Students who receive a reduced tuition rate in one of the categories described above will not be eligible for any other tuition and /
or fee reduction, waiver, benefit or offer. If a student wishes to use any other tuition and/or fee reduction, waiver, benefit or offer, it will only be applied to the University's standard tuition rate.

The two tuition pricing categories defined below are for tuition rates that were in effect prior to 2/16/2018, and which are now only applicable to Continuing Students who have chosen to remain on their tuition reduction program (listed in subsection 'b' in the Continuing Students section above), continuing students who are participating in the Near Graduation Tuition Reduction program (see subsection 'c' in the Continuing Students section above), or continuing students who have chosen to opt out of the "Continuing Students Effective 2/16/2018" tuition rates. The tuition rates for these categories are listed by program in the pricing table that follows these pricing category descriptions.

Continuing Students Enrolled Between 11/1/2016 and 1/16/2018: The rates and fees shown below are applicable to students who meet one of the following criteria: 1) individuals who enrolled at University of Phoenix between 11/1/2016 and 1/16/2018 who did not previously have any positive attendance (i.e. "Y" posted) in any degree or credit-bearing-certificate program course at the University, 2) University of Phoenix students who graduated (degree conferred) from a University of Phoenix degree program and subsequently enrolled in a new program between 11/1/2016 and 1/16/2018, and had not attempted any other program, with positive attendance (i.e. "Y" posted), since graduating from the previous program, 3) students who returned to a University of Phoenix program between 11/1/2016 and 1/16/2018 after having no positive attendance ("Y" posted) in any degree or credit-bearing-certificate program course for longer than 365 days from the last positive attendance ("Y" posted), or 4) University of Phoenix students who changed from a bachelor or master degree program (from which they had not graduated) to another program at a higher degree level (e.g., bachelor to master, master to doctoral) between 11/1/2016 and 1/16/2018.

Continuing Students Enrolled Prior to 11/1/2016: The rates and fees shown below are applicable to continuing students who meet one of the following criteria: 1) University of Phoenix students who have been pursuing a degree or credit-bearing-certificate program when the first positive attendance ("Y" posted) was prior to 11/1/2016, who have not been out of attendance (no positive attendance "Y" posted) within 365 days from the last recorded positive attendance ("Y" posted), 2) University of Phoenix students who are changing from a program (from which they have not graduated) to another at the same or lower level, who started the former program prior to 11/1/2016, and who have at least one recorded positive attendance ("Y" posted) within 365 days of the last recorded positive attendance ("Y" posted), 3) University of Phoenix students who are changing from an associate program (from which they have not graduated) to a bachelor program, who started the associate program prior to 11/1/2016, and who have at least one recorded positive attendance ("Y" posted) within 365 days of the last recorded positive attendance ("Y" posted), or 4) University of Phoenix students who are changing from a credit-bearing certificate program from which they have not graduated, or from an en-route credit-bearing certificate program from which they have graduated, to an associate or bachelor program, when the first positive attendance ("Y" posted) for the credit-bearing certificate program was prior to 11/1/2016 and when there is positive attendance ("Y" posted) in the credit-bearing certificate program within 365 days of enrollment in the associate or bachelor program.
# UNDERGRADUATE TUITION PER CREDIT (ONLINE)

<table>
<thead>
<tr>
<th>College</th>
<th>Amount* - Continuing** Students Enrolled Between 11/1/2016-1/16/2018</th>
<th>Amount* - Continuing** Students Enrolled Prior to 11/1/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>College of Business &amp; Information Technology (Level 100 and Level 200)</td>
<td>$ 415.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>College of Business &amp; Information Technology (Level 300 and Level 400)</td>
<td>$ 415.00</td>
<td>$ 635.00</td>
</tr>
</tbody>
</table>

Please note that there are exceptions to the general college rate as listed below.

- BS/COM (Level 100 and Level 200) $ 415.00 $ 410.00
- BS/COM (Level 300 and Level 400) $ 415.00 $ 630.00
- BSIT (Level 100 and Level 200) $ 410.00 $ 410.00
- BSIT (Level 300 and Level 400) $ 635.00 $ 635.00
- CCNA $ 290.00 $ 290.00
- CERT/ABA (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/ABA (Level 300 and Level 400) $ 410.00 $ 635.00
- CERT/ACL (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/ACL (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/ACS (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/ACS (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AHIT (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AHIT (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AISS (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AISS (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AMD (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AMD (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AMMD (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AMMD (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AN (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AN (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/APLUS $ 290.00 $ 290.00
- CERT/ASD (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/ASD (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/AV (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/AV (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/CCNA (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/CCNA (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/CSC (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/CSC (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/CTL (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/CTL (Level 300 and Level 400) $ 630.00 $ 630.00
- CERT/DA (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/DA (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/DS (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/DS (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/HIT (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/HIT (Level 300 and Level 400) $ 635.00 $ 635.00
- CERT/IAS (Level 100 and Level 200) $ 410.00 $ 410.00
- CERT/IAS (Level 300 and Level 400) $ 635.00 $ 635.00

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.

**See introductory page of the Tuition and Fees section for definitions of new and continuing students (Page 1 of 3)

+ 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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit https://www.phoenix.edu/courses/course-materials.html.
<table>
<thead>
<tr>
<th>College</th>
<th>Amount* - Continuing** Students Enrolled Between 11/1/2016-1/16/2018</th>
<th>Amount* - Continuing** Students Enrolled Prior to 11/1/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT/ISS</td>
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<tr>
<td>CERT/JRN (Level 100 and Level 200)</td>
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<td>CERT/JRN (Level 300 and Level 400)</td>
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<td>$630.00</td>
</tr>
<tr>
<td>CERT/LCO (Level 100 and Level 200)</td>
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<tr>
<td>CERT/LCO (Level 300 and Level 400)</td>
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<td>$630.00</td>
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<tr>
<td>CERT/MMD (Level 100 and Level 200)</td>
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<td>$410.00</td>
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<tr>
<td>CERT/MMD (Level 300 and Level 400)</td>
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<td>$635.00</td>
</tr>
<tr>
<td>CERT/MS (Level 100 and Level 200)</td>
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<td>CERT/NS (Level 100 and Level 200)</td>
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<tr>
<td>CERT/PRG (Level 300 and Level 400)</td>
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<td>CERT/SM</td>
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</tr>
<tr>
<td>CERT/VC</td>
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<tr>
<td>CERT/WA (Level 300 and Level 400)</td>
<td>$635.00</td>
<td>$635.00</td>
</tr>
<tr>
<td>NETPLUS</td>
<td>$290.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>College of General Studies (Level 100 and Level 200)</td>
<td>$410.00</td>
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</tr>
<tr>
<td>College of General Studies (Level 300 and Level 400)</td>
<td>$450.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

Please note that there are exceptions to the general college rate as listed below.

- BS/BIO (Level 100 and Level 200) $410.00 $410.00
- BS/BIO (Level 300 and Level 400) $435.00 $435.00
- BS/HIS (Level 100 and Level 200) $410.00 $410.00
- BS/HIS (Level 300 and Level 400) $435.00 $435.00
- BS/HST (Level 100 and Level 200) $410.00 $410.00
- BS/HST (Level 300 and Level 400) $435.00 $435.00
- SUS (Level 100 and Level 200) $410.00 $410.00
- SUS (Level 300 and Level 400) $630.00 $630.00

Please note that there are exceptions to the general college rate as listed below.

- BS/P (Level 100 and Level 200) $410.00 $410.00
- BS/P (Level 300 and Level 400) $585.00 $585.00
- BSAP/MT (Level 100 and Level 200) $415.00 $415.00
- BSAP/MT (Level 300 and Level 400) $415.00 $415.00
- BSIOP (Level 100 and Level 200) $415.00 $415.00
- BSIOP (Level 300 and Level 400) $415.00 $415.00
- BSSW (Level 100 and Level 200) $415.00 $415.00
- BSSW (Level 300 and Level 400) $415.00 $415.00

College of Health Professions (Level 100 and Level 200) $410.00 $410.00
College of Health Professions (Level 300 and Level 400) $635.00 $635.00

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.
**See introductory page of the Tuition and Fees section for definitions of new and continuing students (Page 2 of 3)
+ 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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit https://www.phoenix.edu/courses/course-materials.html.
<table>
<thead>
<tr>
<th>College</th>
<th>Amount* - Continuing** Students Enrolled Between 11/1/2016-1/16/2018</th>
<th>Amount* - Continuing** Students Enrolled Prior to 11/1/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Nursing (Level 100 and Level 200)</td>
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<tr>
<td>College of Nursing (Level 300 and Level 400)</td>
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<td>$510.00</td>
</tr>
<tr>
<td>College of Education (Level 100 and Level 200)</td>
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<td>$410.00</td>
</tr>
<tr>
<td>College of Education (Level 300 and Level 400)</td>
<td>$420.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>CERT/T2T-S</td>
<td>$280.00</td>
<td>$280.00</td>
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<tr>
<td>Continuing Education for Educators</td>
<td>$175.00</td>
<td>$175.00</td>
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<tr>
<td>Non-Degree Single Courses (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
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<tr>
<td>Non-Degree Single Courses (Level 300 and Level 400)</td>
<td>$635.00</td>
<td>$635.00</td>
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<tr>
<td>Education Single Courses</td>
<td></td>
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<tr>
<td>scheduled under the ELEC/ED program ID</td>
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</tr>
<tr>
<td>(courses scheduled prior to 1/17/2018)</td>
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<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

*Please note that there are exceptions to the general college rate as listed below.*

**Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition, and material payments.**

**See introductory page of the Tuition and Fees section for definitions of new and continuing students (Page 3 of 3).**

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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit [https://www.phoenix.edu/courses/course-materials.html](https://www.phoenix.edu/courses/course-materials.html).
## GRADUATE TUITION PER CREDIT (ONLINE)

<table>
<thead>
<tr>
<th>College</th>
<th>Amount* - Continuing** Students Enrolled Between 11/1/2016-1/16/2018</th>
<th>Amount* - Continuing** Students Enrolled Prior to 11/1/2016</th>
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</thead>
<tbody>
<tr>
<td>College of Business &amp; Information Technology</td>
<td>$740.00</td>
<td>$740.00</td>
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<tr>
<td>College of Social &amp; Behavioral Sciences</td>
<td>$740.00</td>
<td>$740.00</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>$595.00</td>
<td>$595.00</td>
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<tr>
<td>College of Health Professions</td>
<td>$740.00</td>
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<tr>
<td>College of Nursing</td>
<td>$595.00</td>
<td>$595.00</td>
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<tr>
<td>College of Education</td>
<td>$540.00</td>
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<tr>
<td>College of Doctoral Studies</td>
<td>$810.00</td>
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</tr>
<tr>
<td>Continuing Education for Educators</td>
<td>$175.00</td>
<td>$175.00</td>
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<tr>
<td>Non-Degree Single Courses</td>
<td>$740.00</td>
<td>$740.00</td>
</tr>
<tr>
<td>Education Single Courses</td>
<td>$280.00</td>
<td>$280.00</td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments. **See introductory page of the Tuition and Fees section for definitions of new and continuing students. 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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit https://www.phoenix.edu/courses/course-materials.html.
## FEES (Online)

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science in Counseling Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio Fees:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNSL 500</td>
<td>$ 150.00</td>
<td>Due at orientation.</td>
</tr>
<tr>
<td>CCMH 502</td>
<td>$ 150.00</td>
<td></td>
</tr>
<tr>
<td>California Student Tuition Recovery Fund (STRF) (non-refundable)</td>
<td>Effective for Enrollment Agreements signed on or after February 8, 2021, the STRF assessment rate is $0.50 per $1,000 of institutional charges, rounded to the nearest $1,000. For charges of $1,000 or less, the assessment is $0.00.</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>*Applies to California students only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Book and Materials Charges
- Varies by course
- When books and materials are purchased.

### Additional Fees and Charges for Students Enrolled in Initial Teacher Licensure Programs

| Certificate of Clearance | $ 132.50 - $162.50 | Ranges of possible amounts that could be charged to students for these services. The actual fee charged will depend on the services provider/location the student chooses to use (these charges are paid directly to the third party service provider and not to the University) |
| TB Test                  | $ 0.00 - $50.00     |                                               |
| CBEST Examination        | $ 41.00 - $102.00   |                                               |
| CSET Examination         | $ 99.00 - $134.00   |                                               |
| Portfolio Examination Fee| $ 300.00           | Amount charged for students who have their edTPA portfolios evaluated by Pearson. This charge is paid directly to Pearson and not to the University |

### College of Doctoral Studies IBM® SPSS® Statistics Software Fee
- (applicable to select courses in College of Doctoral Studies programs)
- $ 50.00
- When course is scheduled

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.*

**See introductory page of the Tuition and Fees section for definitions of new and continuing students (Page 1 of 2)**

+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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit https://www.phoenix.edu/courses/course-materials.html.

++Effective 4/27/2020, upon confirmation of eligibility, undergraduate students using federally funded military tuition assistance (TA) benefits for a current, upcoming, or previously-completed (within the past 365 days) course will not be charged a rEsource fee. Courses taken prior to 4/27/2020 are not eligible.

+++This fee represents the amount charged for students who choose to take a CLEP® or DSST exam administered at University of Phoenix locations. Other charges may apply as charged by CLEP® and DSST that are not collected by the University.
<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>rEsource Fees+ (if applicable)</td>
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<td></td>
</tr>
<tr>
<td>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 PhoenixLink. In limited circumstances, some courses may require an additional textbook that is not covered by the rEsource Fee. For a full listing of these University courses visit <a href="https://www.phoenix.edu/courses/course-materials.html">https://www.phoenix.edu/courses/course-materials.html</a>.</td>
<td></td>
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<tr>
<td>Undergraduate++</td>
<td>$ 170.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
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<tr>
<td>Graduate</td>
<td>$ 195.00</td>
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<tr>
<td>Doctoral</td>
<td>$ 205.00</td>
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<tr>
<td>Continuing Education for Educators</td>
<td>$ 75.00</td>
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<tr>
<td>DCE</td>
<td>$ 25.00</td>
<td></td>
</tr>
<tr>
<td>CLEP®/DSST Examination+++</td>
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<tr>
<td>Student Exam Fees</td>
<td>$ 20.00</td>
<td>Upon notification.</td>
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<tr>
<td>Prior Learning Assessment Fee (for credit-bearing PLA submissions)</td>
<td>$ 99.00</td>
<td>Upon completion of the PLA assessment (if credit was received)</td>
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<tr>
<td>Check Return Fee</td>
<td>$ 25.00</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>Diploma Rush</td>
<td>$ 45.00</td>
<td>Upon request.</td>
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<tr>
<td>Duplicate Diploma</td>
<td>$ 30.00</td>
<td>Upon request.</td>
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<tr>
<td>Duplicate Certificate</td>
<td>$ 15.00</td>
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<tr>
<td>Transcript</td>
<td>$ 15.00</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.

**See introductory page of the Tuition and Fees section for definitions of new and continuing students (Page 2 of 2)

++Effective 4/27/2020, upon confirmation of eligibility, undergraduate students using federally funded military tuition assistance (TA) benefits for a current, upcoming, or previously-completed (within the past 365 days) course will not be charged a rEsource fee. Courses taken prior to 4/27/2020 are not eligible.

+++This fee represents the amount charged for students who choose to take a CLEP® or DSST exam administered at University of Phoenix locations. Other charges may apply as charged by CLEP® and DSST that are not collected by the University.
CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
THIS PAGE WAS LEFT BLANK INTENTIONALLY
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Arizona Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenix Campus</td>
<td>4035 South Riverpoint Parkway, Phoenix, AZ 85040-0723</td>
</tr>
<tr>
<td>Online Administrative Offices</td>
<td>Phoenix, AZ 85040-0723</td>
</tr>
<tr>
<td>602 557-2000</td>
<td></td>
</tr>
<tr>
<td>Southern Arizona Campus</td>
<td>800 659-8988</td>
</tr>
<tr>
<td>300 S Craycroft Road, Tucson, AZ 85711-4574</td>
<td></td>
</tr>
<tr>
<td>520 881-6512</td>
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<tr>
<td>California Locations</td>
<td>Livermore Learning Center</td>
</tr>
<tr>
<td>2481 Constitution Drive, Livermore, CA 94551-7573</td>
<td></td>
</tr>
<tr>
<td>925 273-8100</td>
<td></td>
</tr>
<tr>
<td>Central Valley Campus</td>
<td>45 River Park Place West, Fresno, CA 93720-1552</td>
</tr>
<tr>
<td>800 266-2107</td>
<td></td>
</tr>
<tr>
<td>Bakersfield Learning Center</td>
<td>4900 California Ave, Bakersfield, CA 93309-7018</td>
</tr>
<tr>
<td>800 266-2107</td>
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<tr>
<td>Visalia Learning Center</td>
<td>301 East Acqueia Ave, Visalia, CA 93291-6341</td>
</tr>
<tr>
<td>800 266-2107</td>
<td></td>
</tr>
<tr>
<td>Sacramento Valley Campus</td>
<td>2860 Gateway Oaks Drive, Sacramento, CA 95833-4334</td>
</tr>
<tr>
<td>800 266-2107</td>
<td></td>
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<tr>
<td>Modesto Learning Center - Salida</td>
<td>5330 Prrone Road, Salida, CA 95368-2107</td>
</tr>
<tr>
<td>800 266-2107</td>
<td></td>
</tr>
<tr>
<td>San Diego Campus</td>
<td>945 Granite Ridge Drive, Suite 200, San Diego, CA 92123-2658</td>
</tr>
<tr>
<td>800 473-4346</td>
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<tr>
<td>El Centro Learning Center</td>
<td>3095 N Imperial Avenue, Suite 101, El Centro, CA 92243</td>
</tr>
<tr>
<td>760 355-1190</td>
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<tr>
<td>Southern California Campus Main - Ontario</td>
<td>3110 E Guasti Road, Ontario, CA 91761-1219</td>
</tr>
<tr>
<td>800 888-1968</td>
<td></td>
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<tr>
<td>Gardena Learning Center</td>
<td>1515 W 190th Street, Suite #450, Gardena, CA 90248-4319</td>
</tr>
<tr>
<td>800 888-1968</td>
<td></td>
</tr>
<tr>
<td>La Palma Learning Center</td>
<td>6 Centerpointe Drive, La Palma, CA 90623-2503</td>
</tr>
<tr>
<td>800 888-1968</td>
<td></td>
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<tr>
<td>Lancaster Learning Center</td>
<td>1202 W Avenue J, Lancaster, CA 93534-2902</td>
</tr>
<tr>
<td>800 888-1968</td>
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<tr>
<td>Murrieta Learning Center</td>
<td>25240 Hancock Ave, Murrieta, CA 92562-5990</td>
</tr>
<tr>
<td>800 888-1968</td>
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<tr>
<td>Pasadena Learning Center</td>
<td>299 N Euclid Avenue, Pasadena, CA 91101-1531</td>
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<tr>
<td>800 888-1968</td>
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<tr>
<td>Florida Locations</td>
<td>Central Florida Service Center</td>
</tr>
<tr>
<td>8325 South Park Circle, Suite 100, Orlando, FL 32819</td>
<td></td>
</tr>
<tr>
<td>407 345-8868</td>
<td></td>
</tr>
<tr>
<td>Georgia Locations</td>
<td>Atlanta Campus</td>
</tr>
<tr>
<td>859 Mount Vernon Hwy NE, Atlanta, GA 30328</td>
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<tr>
<td>404 733-0555</td>
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<tr>
<td>Hawaii Locations</td>
<td>Hawaii Main Campus</td>
</tr>
<tr>
<td>949 Kamokila Blvd, Suite 101, Kapolei, HI 96707-2082</td>
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</tr>
<tr>
<td>808 693-8686</td>
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</tr>
<tr>
<td>Illinois Locations</td>
<td>Chicago Campus</td>
</tr>
<tr>
<td>203 N LaSalle St, Chicago, IL 60601-1210</td>
<td></td>
</tr>
<tr>
<td>312 223-1101</td>
<td></td>
</tr>
<tr>
<td>Nevada Locations</td>
<td>Las Vegas Campus</td>
</tr>
<tr>
<td>3755 Breakthrough Way, Las Vegas, NV 89135-3047</td>
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</tr>
<tr>
<td>702 352-2936</td>
<td></td>
</tr>
<tr>
<td>New Jersey Locations</td>
<td>Jersey City Student Resource Center</td>
</tr>
<tr>
<td>88 Town Square Place, Jersey City, NJ 07310-2072</td>
<td></td>
</tr>
<tr>
<td>201 234-3150</td>
<td></td>
</tr>
<tr>
<td>Texas Locations</td>
<td>Dallas Campus</td>
</tr>
<tr>
<td>12400 Coit Road, Dallas, TX 75251-2004</td>
<td></td>
</tr>
<tr>
<td>972 385-1055</td>
<td></td>
</tr>
<tr>
<td>Resource Center at Arlington Highlands</td>
<td></td>
</tr>
<tr>
<td>3900 Arlington Highlands Boulevard, Suite 237, Arlington, TX 76018-6038</td>
<td></td>
</tr>
<tr>
<td>817 505-4200</td>
<td></td>
</tr>
<tr>
<td>817 557-3483 FAX</td>
<td></td>
</tr>
<tr>
<td>Houston Campus</td>
<td>11451 Katy Freeway, Houston, TX 77079-2004</td>
</tr>
<tr>
<td>713 465-9966</td>
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</tr>
<tr>
<td>Utah Locations</td>
<td>Utah Campus</td>
</tr>
<tr>
<td>5373 South Green Street, Salt Lake City, UT 84123-4642</td>
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</tr>
<tr>
<td>801 506-4123</td>
<td></td>
</tr>
<tr>
<td>Virginia Locations</td>
<td>Northern Virginia - DC Metro Service Center</td>
</tr>
<tr>
<td>4401 North Fairfax Drive, Suite 100, Arlington, VA 22203</td>
<td></td>
</tr>
</tbody>
</table>
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UNIVERSITY ADMINISTRATION

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   Vice President, Enrollment Services
Maria Zuzich
   Vice President, Enrollment Services
Jennifer Burrell
   Vice President Enrollment, Operations
## Campus Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Campus/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Lichtenfeld, MBA</td>
<td>Senior Vice President of Campus and Transition Services</td>
<td></td>
</tr>
<tr>
<td>Bob Eoff, MAEd</td>
<td>Vice President, Market Operations</td>
<td>Bay Area Campus</td>
</tr>
<tr>
<td>LeeAnne Herbold, MAOM</td>
<td>District Vice President</td>
<td></td>
</tr>
<tr>
<td>Jeannine Lake, MM</td>
<td>District Vice President</td>
<td></td>
</tr>
<tr>
<td>Lori Santiago, MBA</td>
<td>Vice President Operations Transition Services</td>
<td></td>
</tr>
<tr>
<td>Robert Gabriel, PhD</td>
<td>Campus and Academic Director</td>
<td>Chicago Campus</td>
</tr>
<tr>
<td>Miriam L. Frolow, PhD</td>
<td>Campus and Academic Director</td>
<td>New Jersey Campus</td>
</tr>
<tr>
<td>Mikal Powers, MBA</td>
<td>Campus Director</td>
<td>Southern California Campus</td>
</tr>
<tr>
<td>Jim Chornley, DM</td>
<td>Director of Academic Affairs</td>
<td>Southern California Campus</td>
</tr>
<tr>
<td>Kim Lyda-Savich, MBA/GM</td>
<td>Campus Director</td>
<td>San Diego Campus</td>
</tr>
<tr>
<td>Joni Iglinski, MA</td>
<td>Director of Academic Affairs</td>
<td>San Diego Campus</td>
</tr>
<tr>
<td>Joel Maier, MSM/MSP</td>
<td>Campus Director</td>
<td>Sacramento Campus</td>
</tr>
<tr>
<td>Carlos Flores, MS</td>
<td>Director of Academic Affairs</td>
<td>Sacramento Campus</td>
</tr>
<tr>
<td>Brooks Cornell, BSB/M</td>
<td>Campus Director</td>
<td>Central Valley Campus</td>
</tr>
<tr>
<td>Rita Stanziale, MAEd</td>
<td>Director of Academic Affairs</td>
<td>Central Valley Campus</td>
</tr>
<tr>
<td>Bruce Williams, MBA</td>
<td>Campus and Academic Director</td>
<td>Central Valley Campus</td>
</tr>
<tr>
<td>Yvonne Phelps, PhD</td>
<td>Vice President of Academic Affairs</td>
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</tr>
<tr>
<td>LeeAnne Herbold, MAOM</td>
<td>District Vice President</td>
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<tr>
<td>Jeannine Lake, MM</td>
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<tr>
<td>Lori Santiago, MBA</td>
<td>Vice President Operations Transition Services</td>
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<tr>
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</table>
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 GENERAL STUDIES

Deans

Dean
Briana Houlihan, MBA

Assistant Dean
Chris Jordan, DMA

Associate Dean
Susan Hadley, PhD
Jacquelyn Kelly, 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
- Humanities; General Education, and History
- Mathematics
- Sciences
COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

Deans

Dean
Christina Neider, EdD

Assistant Dean
Bryan Vallance, MBA

Associate Dean
Franzi Walsh, DBA
Jean Miller, PhD
Sam Dutton, PhD

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
• Counseling
• Human Services and Social Work
• Public Administration
• Psychology
COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY

Deans

Dean
Kevin Wilhelmsen, PhD

Assistant Dean
Lisa Paulson, MSIM

Associate Dean
Joseph Aranyosi, MFA
Ahmed Omar, DBA
Kathryn Uhles, MSP

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
- Law and Ethics
- Management
- Functional Management
- Strategic Analysis and Planning
- Technology
### Deans

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Dean</td>
<td>Mark Johannsson, DHSc</td>
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<tr>
<td>Assistant Dean</td>
<td>Nye Clinton, MBA</td>
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<tr>
<td>Associate Dean</td>
<td>Heather Steiness, PhD</td>
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</table>

### Campus Area Chairs

Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

- Health
- Public Health
COLLEGE OF NURSING

Deans

Dean
Kathleen Winston, PhD

Associate Dean
Francine Nelson, PhD
Raelene Brooks, PhD

Dean of Clinical Affairs
Rebecca Hathaway, MSN

Campus Area Chairs

Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

- Nursing: MSN-FNP
- Nursing: Pre-licensure
- Nursing: MSN
- Nursing: RN to BSN
# COLLEGE OF EDUCATION

### Deans
- **Dean**
  - Pamela Roggeman, EdD
- **Assistant Dean**
  - Jon Lewis, MAE
- **Associate Dean**
  - Ashley Bartley, MAED
  - Lisa Ghormley, 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
- Adult Education and Training
- Continuing Education
- Curriculum and Instruction
- Teacher Education
## College of Doctoral Studies

### Deans

- **Dean of Operations**
  - John Ramirez, MBA
- **Assistant Dean of Operations**
  - Andrew Maus, DBA
- **Dean of Research & Scholarship**
  - Mark McCaslin, PhD
- **Associate Dean**
  - Shawn Boone, EdD
  - Eve Krahe, PhD
  - Lilia Santiague, PhD

### Campus Area Chairs

Area Chairs for the following content areas are appointed at each campus. Not all programs are offered at every campus.

- EDD
- DM
- DHA
- DBA
- URM
- ACCESS
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Course Availability & Updates to Course Information
The courses listed in this section of the University of Phoenix Academic Catalog constitute all active credit-bearing 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 to reflect any changes to course information that occur up through the 15th of the previous 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.
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>Activity Description</th>
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<tbody>
<tr>
<td>ACC 210</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course introduces accounting students to the use of accounting systems and real-world applications, such as QuickBooks. Areas of study include fundamental concepts and technologies, the Internet, intranets, electronic commerce, information systems development, accounting and bookkeeping principles, decision support systems, and the preparation of accounting-related documents and statements in QuickBooks.</td>
</tr>
<tr>
<td>ACC 290</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
<td>This course is an introduction to financial accounting with an emphasis on using financial data for decision making. The focus will be on the application of basic accounting concepts and principles in enterprise and small business transactions. Students will learn how to identify, measure and report economic events of an enterprise.</td>
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<tr>
<td>ACC 290T</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
<td>This course is an introduction to financial accounting with an emphasis on using financial data for decision making. The focus will be on the application of basic accounting concepts and principles in enterprise and small business transactions. Students will learn how to identify, measure and report economic events of an enterprise.</td>
</tr>
<tr>
<td>ACC 291</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td>3</td>
<td>This course takes an in-depth look at the key areas of the balance sheet mostly reviewed by management for decision making. Students will apply analytical methods used by management to assess the financial statements, and discuss management challenges and possible solutions for improvements. Areas of focus include receivables, plant assets, bonds, stocks, dividends and the statement of cash flows.</td>
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<tr>
<td>Code</td>
<td>Course Title</td>
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<tr>
<td>ACC 291T</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td></td>
<td>This course takes an in-depth look at the key areas of the balance sheet mostly reviewed by management for decision making. Students will apply analytical methods used by management to assess the financial statements, and discuss management challenges and possible solutions for improvements. Areas of focus include receivables, plant assets, bonds, stocks, dividends and the statement of cash flows.</td>
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<tr>
<td>ACC 316</td>
<td>QuickBooks</td>
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<td></td>
<td>This course introduces accounting students to the use of accounting systems using QuickBooks. Topics include: QuickBooks basics, setting up a company, and the management of financial information.</td>
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<tr>
<td>ACC 316T</td>
<td>QuickBooks</td>
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<td></td>
<td>This course introduces accounting students to the use of accounting systems using QuickBooks. Topics include: QuickBooks basics, setting up a company, and the management of financial information.</td>
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<td>ACC 326</td>
<td>Managerial Accounting</td>
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<td>Course Code</td>
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<tr>
<td>ACC 326T</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>3</td>
<td>This course provides an introduction to managerial accounting and covers various fundamental concepts relating to the accounting environment. Topics include: cost concepts and allocation, short-term and long-term financial assets, current and long-term liabilities, contributed capital, stock holder equity, and the analysis of financial statements.</td>
</tr>
<tr>
<td>ACC 349</td>
<td>COST ACCOUNTING</td>
<td>3</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 349T</td>
<td>COST ACCOUNTING</td>
<td>3</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>
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<tr>
<td>ACC 400</td>
<td>ACCOUNTING FOR DECISION MAKING</td>
<td>3</td>
<td>This course focuses on effective decision making as it relates to accounting and financial activities in a business enterprise. Course topics will include cost management, budgeting, business operations, financial management, and financial analysis. Students will develop the necessary analytical tools to enhance business operations.</td>
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<td>Course Code</td>
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<td>ACC 421</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING I</td>
<td>3</td>
<td>This course examines the conceptual framework of accounting, including cash versus accrual accounting, the income statement and balance sheet, the time value of money, revenue recognition, statement of cash flows, and full disclosure issues.</td>
</tr>
<tr>
<td>ACC 421T</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING I</td>
<td>3</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>
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<tr>
<td>ACC 422</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING II</td>
<td>3</td>
<td>This course is the second of the three part series of courses related to intermediate accounting. This section examines the balance sheet in more detail, including intangible assets, current liabilities and contingencies, long-term liabilities, as well as cash and cash equivalents. Interwoven in the presentation of the material is an assortment of ethical dilemmas that encourage discussions about how the accountant should handle specific situations.</td>
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<tr>
<td>ACC 422T</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING II</td>
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<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>
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<td>ACC 423</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING III</td>
<td>3</td>
<td>This course is the third of a three-part series of courses related to intermediate accounting. This course examines owners’ equity, investments, income taxes, pensions and post-retirement benefits, as well as changes and error analysis. The course finishes with a look at derivative instruments. Interwoven in the presentation of the material is an assortment of ethical dilemmas that encourage discussions about how the accountant should handle specific situations.</td>
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<tr>
<td>ACC 423T</td>
<td>INTERMEDIATE FINANCIAL ACCOUNTING III</td>
<td>3</td>
<td>This course examines dilutive securities and earnings per share, investments, revenue recognition, accounting for income taxes, leases, changes and errors, and the statement of cash flows.</td>
</tr>
<tr>
<td>ACC 455</td>
<td>CORPORATE TAXATION</td>
<td>3</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>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>
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<tr>
<td>ACC 460</td>
<td>GOVERNMENT AND NON-PROFIT ACCOUNTING</td>
<td>3</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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<tr>
<td>ACC 491</td>
<td>CONTEMPORARY AUDITING I</td>
<td>3</td>
<td>This course is the first in a two-part series that deals with auditing a company's financial reports, internal controls, and Electronic Data Processing (EDP) systems. Topics include auditing standards, evidence, audit planning and documentation, materiality and risk, internal control, statistical tools, and the overall audit plan and program.</td>
</tr>
<tr>
<td>ACC 492</td>
<td>CONTEMPORARY AUDITING II</td>
<td>3</td>
<td>This course is the second in a two-part series that deals with auditing a company’s financial reports, internal controls, and Electronic Data Processing (EDP) systems. Topics include the personnel and payroll system, inventory, capital acquisition cycle, selected balance sheet and income statement accounts, audit reports, assurances and other services, professional ethics, and legal responsibilities.</td>
</tr>
<tr>
<td>ACC 497</td>
<td>ADVANCED TOPICS IN ACCOUNTING RESEARCH</td>
<td>3</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>
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<td>Course Code</td>
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<tr>
<td>ACC 537</td>
<td>FINANCIAL ACCOUNTING</td>
<td>3</td>
<td>In this course, students are introduced to the basic concepts and methods of corporate financial statements commonly used by 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>In this course, students apply accounting research tools to current accounting issues. Other topics include research of accounting questions related to inventory, fixed assets, leases, derivative instruments, debt, contingencies, segment reporting, pensions, business combinations, consolidations, stockholder’s equity, and a program overview.</td>
</tr>
<tr>
<td>ACC 542</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</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>
</tr>
<tr>
<td>ACC 543</td>
<td>MANAGERIAL ACCOUNTING &amp; LEGAL ASPECTS OF BUSINESS</td>
<td>3</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>
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<td>In this course, students gain a broad perspective of the control environment and the role it plays in attainment of financial and operational goals of the organization. Topics include an overview of the control environment, risk management, internal control systems, control activities for business functions, controls for information technology systems, and reporting on internal controls.</td>
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<tr>
<td>ACC 545</td>
<td>FINANCIAL REPORTING</td>
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<td>This course prepares students to address concepts of financial reporting for roles as CPAs. Students learn important criteria for calculating capital changes, applying concepts of fixed assets and cost determination, and preparing consolidated financial statements. Other topics include the professional responsibilities of CPAs, deferred taxes, restructuring of troubled debt, and the intricacies of comprehensive income.</td>
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<tr>
<td>ACC 546</td>
<td>AUDITING</td>
<td>3</td>
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<td>In this course, students focus on the auditing practice performed by public accountants. Topics include the CPA profession and the auditor’s role, planning the audit, audit reporting and required communications, evaluating internal controls, audit programs for current assets and liabilities, and audit programs for other business cycles.</td>
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<td>ACC 547</td>
<td>TAXATION</td>
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<td>In this course, students develop an understanding of the federal income tax law and its application to individuals, partnerships and corporations. Topics include tax entities, property transactions, calculating basis, gains and losses, alternative minimum tax, S corporations, and partnerships.</td>
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<tr>
<td>ACC 548</td>
<td>NOT-FOR-PROFIT &amp; GOVERNMENT ACCOUNTING</td>
<td>3</td>
<td>In this course, students receive an overview of the budgeting, accounting, financial reporting, and auditing required of government and not-for-profit organizations. Topics include the governmental accounting, accounting records in government, fund allocation, government-wide reporting, not-for-profit accounting, and governmental performance measures.</td>
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<tr>
<td>ACC 556</td>
<td>FORENSIC ACCOUNTING</td>
<td>3</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>
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<tr>
<td>ACCCB 543</td>
<td>MANAGERIAL ACCOUNTING AND LEGAL ASPECTS OF BUSINESS</td>
<td>3</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. Competency 13: The student will analyze key aspects of managerial accounting and capital budgeting to drive effective business decisions Competency 14: The student will employ strategic decision-making methods to budget, track, analyze, and control business costs. Competency 15: The student will evaluate laws, regulations, and business risks associated with business operations.</td>
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<tr>
<td>ADM 511</td>
<td>Personnel Administration for Educators</td>
<td>3</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>
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<tr>
<td>ADM 512</td>
<td>Leadership Strategies for Educators</td>
<td>3</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 leaders, including decision making, communication, collaboration, and conflict management. An emphasis is placed on responsiveness to legislation and the implementation of standards, including the Common Core State Standards. Participants also explore ways to facilitate positive school change.</td>
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<tr>
<td>ADM 513</td>
<td>School Law for Educators</td>
<td>3</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>
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<tr>
<td>ADM 514</td>
<td>School Finance for Educators</td>
<td>3</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>
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<tr>
<td>ADM 516</td>
<td>Ethical and Legal Issues for Administrators</td>
<td>3</td>
<td>This course examines the legal and ethical principles for an educational administrator. Participants will develop and refine the skills necessary to analyze and integrate constructive legal and ethical principles into their practice. Emphasis is placed on the understanding and history of law and ethics needed in the educational setting for a school administrator. Current issues for school administrators featured in this course include curriculum and instruction, assessment and accountability, attendance and truancy, laws and liability, hiring and evaluating, Internet usage, and school safety and security.</td>
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<tr>
<td>ADM 517</td>
<td>Special Education Program Administration</td>
<td>3</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>
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<tr>
<td>ADMIN 500</td>
<td>ORIENTATION TO ADMINISTRATION AND SUPERVISION</td>
<td>0</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. 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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<tr>
<td>ADMIN 518</td>
<td>LEADERSHIP AND COLLABORATIVE PROCESSES</td>
<td>3</td>
<td>This course provides 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 on how educational leaders can create high performing teams.</td>
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<tr>
<td>ADMIN 524</td>
<td>SUPERVISION OF CURRICULUM, INSTRUCTION AND ASSESSMENT</td>
<td>3</td>
<td>This course examines principals’ responsibilities related to supervision of curriculum, instruction, and assessment. Principal candidates study the relationships among supervision, curriculum design, national and state standards, and effective instructional practice for diverse learners. Candidates also review the types of assessments that school leaders must be familiar with, the use of assessments to measure and support student achievement, the continuous school improvement model, and the development of school improvement plans. In addition, candidates participate in field experiences related to curriculum, instruction, and assessment.</td>
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<tr>
<td>ADMIN 528</td>
<td>ADMINISTRATION OF SPECIAL PROGRAMS</td>
<td>3</td>
<td>This course provides students with an overview of an administrator’s role in a wide array of special programs offered in public schools today. Candidates examine programs and services geared towards diverse student populations, including special education, English learners (EL), gifted education, Title I, alternative education, early childhood, career readiness, and school counseling programs. In addition, candidates learn about the importance of student and teacher leadership, as well as Response to Intervention (RTI) as a model for school improvement.</td>
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<tr>
<td>ADMIN 536</td>
<td>SCHOOL FINANCE AND FACILITIES MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview for principal candidates in the basic concepts of school finance and facilities management. Topics include school funding and finance, legal and political issues of school funding, and the benefits of school funding. Principal candidates will also examine issues regarding facilities planning and management. Principal candidates will participate in field experiences related to school finance and facilities management.</td>
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<tr>
<td>ADMIN 555</td>
<td>SCHOOL POLICY AND LAW FOR PRINCIPALS</td>
<td>3</td>
<td>This course examines legal and ethical principles and practices in the context of the educational setting. The legal framework, laws, liability, curriculum, attendance, religion, and school safety are all 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>This course focuses on the responsibilities involved in human resources administration in education. Methods of recruitment, selection, induction, development, compensation, and appraisal are examined. In addition, the course analyzes strategic planning, employment continuity, employment justice including laws, policies and procedures, and unionism.</td>
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<tr>
<td>ADMIN 565</td>
<td>SCHOOL IMPROVEMENT PROCESSES</td>
<td>3</td>
<td>This course focuses on the use of assessments in K-12 education and their role in developing school improvement plans from a principal's perspective. Candidates review the types of assessments that a school leader needs to be familiar with, the data they generate, and how to interpret the data for decision-making purposes. In addition, the instructional improvement model and the process 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>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>
</tr>
<tr>
<td>ADMIN 575</td>
<td>FAMILY, COMMUNITY, AND MEDIA RELATIONS</td>
<td>3</td>
<td>This course focuses on the role of the school principal as a catalyst in developing and maintaining relationships with families, business and community groups, and the media to support a school's vision and programs. Candidates examine the importance of public relations, effective communication practices, and strategies for identifying a community's resources, interests, and needs. Candidates will also analyze ethical considerations for working with external stakeholders, establishing effective media relations, and building business partnerships to benefit their school and community. In addition, candidates plan a social action project that involves school, families, community, and the media.</td>
</tr>
<tr>
<td>ADMIN 591A</td>
<td>PRINCIPAL INTERNSHIP PART I: INSTRUCTIONAL LEADERSHIP</td>
<td>1</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 591B</td>
<td>PRINCIPAL INTERNSHIP PART II: ORGANIZATIONAL</td>
<td>1</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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<tr>
<td>ADMIN 591C</td>
<td>ADMINISTRATIVE INTERNSHIP PART III: PROFESSIONAL</td>
<td>1</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>
</tr>
<tr>
<td>ADMIN 594A</td>
<td>ADMINISTRATIVE PRACTICUM PART I: INSTRUCTIONAL</td>
<td>1</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 and instruction, accountability systems, leadership, problem solving, and organizing will be addressed.</td>
</tr>
<tr>
<td>ADMIN 594B</td>
<td>ADMINISTRATIVE PRACTICUM PART II: ORGANIZATIONAL</td>
<td>1</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, leadership, problem solving, organizing, human resource management, personnel evaluation, and budgeting will be addressed.</td>
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<tr>
<td>ADMIN 594C</td>
<td>PRINCIPAL PRACTICUM PART III: PROF PERSPECTIVES &amp; REF PRAC</td>
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</table>

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 family and community relations will be addressed.

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<th>Course Code</th>
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<tbody>
<tr>
<td>AET 500</td>
<td>FOUNDATIONS OF ADULT LEARNING THEORY</td>
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</table>

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.

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<tr>
<td>AET 508</td>
<td>COMMUNITY-BASED EDUCATION</td>
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This course provides an analysis of community-based programs and services available for adult learners. Students examine programs designed to enable adults to engage in educational, informational, and enrichment activities for lifelong learning. In addition, students examine issues, trends, and barriers to success for adult learners. Students also review special populations of adult learners and their needs for community-based education.

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<tr>
<td>AET 552</td>
<td>MARKETING ADULT EDUCATION</td>
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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.
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<th>Course Code</th>
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<tr>
<td>AET 560</td>
<td>FACILITATING CHANGE</td>
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<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>
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<tr>
<td>AET 562</td>
<td>SOCIAL MEDIA FOR PROFESSIONAL LEARNING</td>
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<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>
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<tr>
<td>AET 570</td>
<td>PROGRAM DEVELOPMENT IN ADULT EDUCATION</td>
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<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>AJS 503</td>
<td>INTRO TO GRADUATE STUDY IN CRIMINAL JUSTICE AND SECURITY</td>
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<td>This course provides new graduate students in the college with an introduction to strategies for success within the university's adult learning model. Students will learn program standards and objectives, graduate-level oral and written communication, collaboration, as well as locating, evaluating, and citing scholarly resources in the criminal justice and security disciplines.</td>
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<tr>
<td>AJS 504</td>
<td>SURVEY OF JUSTICE AND SECURITY</td>
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<tr>
<td>AJS 514</td>
<td>CRIMINOLOGICAL THEORY</td>
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<td>AJS 524</td>
<td>CYBERCRIME AND INFORMATION SYSTEMS SECURITY</td>
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<tr>
<td>AJS 534</td>
<td>ORGANIZATIONAL ADMINISTRATION IN JUSTICE AND SECURITY</td>
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<td>AJS 544</td>
<td>ETHICS IN JUSTICE AND SECURITY</td>
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<tr>
<td>AJS 554</td>
<td>CONCEPTS OF PHYSICAL AND PERSONAL SECURITY</td>
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<tr>
<td>AJS 564</td>
<td>MANAGEMENT OF INSTITUTIONAL RISK AND CRITICAL INCIDENT MGMT</td>
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<td>AJS 574</td>
<td>FINANCE AND BUDGETING IN JUSTICE AND SECURITY</td>
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<td>AJS 583</td>
<td>LEGAL ISSUES IN JUSTICE AND SECURITY</td>
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<tr>
<td>AJS 584</td>
<td>FORENSIC SCIENCE AND PSYCHOLOGICAL PROFILING</td>
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<tr>
<td>AJS 586</td>
<td>PUBLIC POLICY ISSUES</td>
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<td>AJS 594</td>
<td>PROGRAM DEVELOPMENT AND EVALUATION</td>
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<td>APB 001</td>
<td>ASSESSMENT PERIOD</td>
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<td>ASSESSMENT PERIOD BREAK 005</td>
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<td>APE 515</td>
<td>ELEMENTARY CONTENT METHODS</td>
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<tr>
<td>APE 518</td>
<td>ELEMENTARY MODELS, THEORIES, AND INSTRUCTIONAL STRATEGIES</td>
<td>3</td>
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<tr>
<td>APE 522</td>
<td>ELEMENTARY - EFFECTIVE LEARNING CLIMATES</td>
<td>3</td>
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<tr>
<td>APE 537</td>
<td>ELEMENTARY CURRICULUM AND ASSESSMENT-READING/ELA</td>
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<td>APES 514</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
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<td>APES 545</td>
<td>CLINICAL PRACTICE</td>
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<td>APES 562</td>
<td>ASSESSMENT AND EVALUATION</td>
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<td>APMT 315</td>
<td>TECHNOLOGY AND SOCIETY</td>
<td>3</td>
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<td>APMT 430</td>
<td>SOCIAL MEDIA AND HUMAN INTERACTION</td>
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<td>APMT 440</td>
<td>INFLUENCE OF MEDIA ON BEHAVIOR</td>
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<tr>
<td>APMT 460</td>
<td>CYBER COMMUNICATIONS</td>
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<td>APMT 470</td>
<td>DIGITAL LEARNING</td>
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<td>APS 508</td>
<td>SECONDARY - MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES</td>
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<td>APS 523</td>
<td>SECONDARY - EFFECTIVE LEARNING CLIMATES</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 comparing classroom management and discipline models, establishing expectations and procedures, developing the classroom as a community, engaging and motivating the learner, communicating with parents, managing disruptive students, and connecting with diverse learners. The course focuses on helping teacher candidates develop an individual classroom management plan appropriate for their targeted grade levels and needs. Candidates will reflect on their dispositions and motivations to teach and explore basic philosophies, professionalism, and legal and ethical ramifications in education.</td>
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<td>APS 542</td>
<td>SECONDARY CURRICULUM AND ASSESSMENT-READING METHODS</td>
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<td>This course focuses on the most current research, theory, and methods of content-based literacy strategies (pre-reading, guided reading, post-reading, and writing) in single subject classrooms at the secondary level. Teacher candidates will implement teaching and learning strategies that use critical thinking, provide meaningful context, and incorporate student knowledge to develop a comprehensive content area lesson plan. Guided field experience, based on work in a single subject content area classroom, is incorporated into the course requirements.</td>
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<tr>
<td>APS 559</td>
<td>SECONDARY CONTENT METHODS</td>
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<td>This course focuses on the methodology and assessment strategies that enhance learning at the secondary level. The teacher candidate will use assessment data to enhance instruction that meets the students' varied learning needs. Teacher candidates will promote critical thinking, apply essential strategies, and incorporate meaningful context to promote a deeper understanding of content. Multiple perspectives of students as learners of secondary content, along with current research on pedagogy, are explored.</td>
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<td>APSE 559</td>
<td>Foundations of Special Education</td>
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<td>This course examines the foundations of special education and introduces the characteristics of learning disabilities. State and federal regulations for the referral process, available programs or service delivery options, and Individualized Education Programs are examined. In addition, assessment and remediation techniques, instructional strategies, and classroom management practices are explored as well as the use of appropriate classroom materials. Candidates will reflect on their dispositions and motivations to teach and explore basic philosophies, professionalism, and legal and ethical ramifications in education.</td>
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<td>APSE 570</td>
<td>SPED CURRICULUM AND ASSESSMENT-READING/ELA</td>
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<tr>
<td>APSE 575</td>
<td>MATHEMATICS INSTRUCTION FOR SPED</td>
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<td>APSE 576</td>
<td>CHARACTERISTICS OF AUTISM SPECTRUM DISORDERS</td>
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<td>APSE 578</td>
<td>SPED -MODEL THEORIES AND INSTRUCTIONAL STRATEGIES</td>
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<tr>
<td>APSE 584</td>
<td>LEARNING DISABILITIES AND LANGUAGE DEVELOPMENT DISORDERS</td>
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<tr>
<td>ARTS 100</td>
<td>INTRODUCTION TO THE VISUAL AND PERFORMING ARTS</td>
<td>3</td>
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<tr>
<td>ARTS 230</td>
<td>SURVEY OF THE VISUAL ARTS</td>
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<tr>
<td>ARTS 340</td>
<td>EXPLORATION OF WESTERN CLASSICAL MUSIC</td>
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<tr>
<td>AUT 510</td>
<td>Autism Spectrum Disorders: Foundations</td>
<td>3</td>
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<td>AUT 512</td>
<td>Autism Spectrum Disorders: Communication and Socialization</td>
<td>3</td>
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<td>AUT 513</td>
<td>Autism Spectrum Disorders: Behavior Management</td>
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<tr>
<td>BCC 395</td>
<td>CONTEMPORARY ISSUES AND FUTURES IN CYBERCRIMES</td>
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**AUT 510 Autism Spectrum Disorders: Foundations**
- This course provides foundational information about autism spectrum disorders (ASD). Participants identify general characteristics associated with ASD including learning preferences, behaviors, and patterns. Participants also learn assessment and diagnosis processes, interventions, accommodations, and supports, with emphasis on current evidence-based practices.

**AUT 512 Autism Spectrum Disorders: Communication and Socialization**
- This course is designed to address common social skill deficits in ASD: 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.

**AUT 513 Autism Spectrum Disorders: Behavior Management**
- 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.

**BCC 395 CONTEMPORARY ISSUES AND FUTURES IN CYBERCRIMES**
- 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.
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<th>Course Code</th>
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<tbody>
<tr>
<td>BCC 400</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
<td>3</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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<tr>
<td>BCC 401</td>
<td>CYBERCRIME IN THE 21ST CENTURY</td>
<td>3</td>
<td>This course explores developments and changes in the commission of crime, and the corresponding efforts to combat crime, brought about by the rapid creation, adoption, and expansion of technology. Specific topics include: how different cybercrimes are committed, the rapid evolution of technology and its effects on crime, various types of cyberthreats, exploring the cybercriminal, and criminal justice efforts 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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<tr>
<td>BCC 402</td>
<td>CYBERCRIME AND ROLE OF LAW ENFORCEMENT SECURITY PERSONNEL</td>
<td>3</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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<tr>
<td>BCC 403</td>
<td>GLOBAL TECHNOLOGY AND CYBERCRIME</td>
<td>3</td>
<td>In this course, students will study how global technology is used to further cybercrime. Topics in this course include homeland security and cyber technology, 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>BDAT 376</td>
<td>Preparing Data for Analysis</td>
<td>3</td>
<td>This course covers prepping, cleaning, organizing and augmenting data for analysis. Students learn how to prepare data by cleaning it, creating the necessary variables, and formatting all variables, transcribing data, adjusting data that requires weighting and scale transformations and selecting the data analysis strategy.</td>
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<tr>
<td>BEH 225</td>
<td>INTRODUCTION TO BEHAVIORAL SCIENCE</td>
<td>3</td>
<td>This course focuses on human personality, motivation, learning, and cognition. The theories and insights of major figures in psychology are discussed. Neuroscience, psychological disorders, and therapies are also considered in relation to human behavior.</td>
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<tr>
<td>BIO 101</td>
<td>PRINCIPLES OF BIOLOGY</td>
<td>3</td>
<td>This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment. The topics in this course include cell biology, genetics, molecular biology, evolution, physiology, and ecology.</td>
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<tr>
<td>BIO 101T</td>
<td>PRINCIPLES OF BIOLOGY</td>
<td>3</td>
<td>This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment. The topics in this course include cell biology, genetics, molecular biology, evolution, physiology, and ecology.</td>
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<td>BIO 280</td>
<td>CONSERVATION BIOLOGY</td>
<td>3</td>
<td>This course will examine the concepts and issues related to the conservation of biodiversity. Topics will include the impact of society on plants and animals, aquatic and terrestrial ecosystems, extinction, and genetic diversity.</td>
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<tr>
<td>BIO 290</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
<td>4</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, and tissues of the 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>
</tr>
<tr>
<td>BIO 291</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>4</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, reproductive systems, 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>BIO 315</td>
<td>ECOLOGY AND EVOLUTION</td>
<td>3</td>
<td>This course provides the fundamental principles of ecology and evolution. Students will focus on populations and communities, adaptation, and other factors that affect organisms.</td>
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<td>BIO 330</td>
<td>INVERTEBRATE ZOOLOGY</td>
<td>3</td>
<td>This course presents students with the study of invertebrates. Students will examine the ecology of invertebrates along with their structures and functions.</td>
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<tr>
<td>BIO 335</td>
<td>ENTOMOLOGY</td>
<td>3</td>
<td>This course presents students with the study of entomology. Students will examine insects and their interaction with the ecosystem.</td>
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<tr>
<td>BIO 340</td>
<td>MICROBIOLOGY</td>
<td>3</td>
<td>This course presents students with the fundamentals and applications of microbiology. Topics will include microbial genetics, microorganisms, diseases, and immunity.</td>
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<tr>
<td>BIO 350</td>
<td>GENERAL BIOLOGY I</td>
<td>4</td>
<td>This course provides students with an in-depth knowledge of the principles and applications of biology. Topics include biochemistry, genetics, the structure and function of molecules and cells, metabolism, and energy transformation. Students apply these concepts using practical examples, facilitated discussions, and experiments conducted through completion of virtual labs. This course is the first half of the general biology sequence, which is completed in BIO/351: General Biology II.</td>
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<tr>
<td>BIO 351</td>
<td>GENERAL BIOLOGY II</td>
<td>4</td>
<td>This course continues the examination of principles and applications of biology that was begun in BIO 350: General Biology I. Topics include evolution, biodiversity, the structure and function of plants and animals, and ecology. Students apply these concepts using practical examples, facilitated discussions, and experiments conducted through the completion of virtual labs.</td>
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<tr>
<td>BIO 405</td>
<td>HUMAN BIOLOGY</td>
<td>3</td>
<td>This course provides students with concepts of human biology. Topics include structure, function and the interrelationships of the cells, organ, skeletal and muscular systems, genetics, inheritance, and homeostasis.</td>
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<tr>
<td>BIO 410</td>
<td>GENETICS</td>
<td>3</td>
<td>This course presents students with the concepts of genetics. Students will examine mitosis and meiosis, chromosomes, DNA structure, gene mutation, and genome dynamics.</td>
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<tr>
<td>BIS 221</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</td>
<td>3</td>
<td>This course provides an overview of Business Information Systems. Students learn to apply Microsoft Office tools including word processing, spreadsheet, 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>BIS 221T</td>
<td>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</td>
<td>3</td>
<td>This course provides an overview of Business Information Systems. Students learn to apply Microsoft Office (TM) 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>
</tr>
<tr>
<td>BIS 320</td>
<td>BUSINESS INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course provides instruction on the use of Business Information Systems. Students apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include application software and the Internet for effective problem solving, use of relevant emerging technologies, and using information across different industries.</td>
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<tr>
<td>BLE 571</td>
<td>Instructional Techniques and Methods</td>
<td>3</td>
<td>This course provides K-12 educators with an overview of techniques and methods that support the instruction of bilingual 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>
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<tr>
<td>BPA 200</td>
<td>PUBLIC SECTOR COMMUNICATIONS</td>
<td>3</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 within the context of applications in an office or virtual office setting. Students will develop skills in various mediums of written communication to, include: 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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<td>BPA 201</td>
<td>FOUNDATIONS OF PUBLIC ADMINISTRATION</td>
<td>3</td>
<td>This course serves as an introduction to the study of public administration. During this course, students will review the political and social theories of public administration. Students will review leadership, human resources, finance, and ethics within a public policy-making environment. This course guides students to become familiar with the contemporary, complex issues facing local, state, and federal public administrators.</td>
</tr>
<tr>
<td>BPA 211</td>
<td>FOUNDATIONS OF FEDERAL, STATE, AND LOCAL GOVERNMENT</td>
<td>3</td>
<td>This course provides students constitutional foundations and governing entities of the federal, state, and local governments. Students will learn about political themes, governmental reach, democracy, and political behavior at each level of government.</td>
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<tr>
<td>BPA 221</td>
<td>CRITICAL THINKING AND DECISION MAKING IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>This course provides students opportunities for analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Emphasis is placed on preparing managers who can deal clearly, rationally, and creatively with a diverse workforce in a dynamic workplace. This course equips students with concrete skills in critical thinking and decision making that will allow them to identify and solve organizational problems, as well as provide strategic direction.</td>
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<tr>
<td>BPA 300</td>
<td>POLITICS AND CITIZENSHIP: THE PUBLIC POLICY ENVIRONMENT</td>
<td>3</td>
<td>This course explores the dynamic field of public policy development and examines decision-making in the ever-changing political environment. This course will require students to discuss multiple sources of policy input ranging from grass roots to legislative arenas. Current data sources and application of analytical tools will be presented as a means to best satisfy multiple needs.</td>
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<tr>
<td>BPA 311</td>
<td>PRINCIPLES OF GOVERNMENTAL ACCOUNTING</td>
<td>3</td>
<td>This course focuses on principles of governmental accounting and budgeting. This course emphasizes financial statement preparation and analysis, internal controls, regulatory environment, and compliance. Students will gain knowledge in the civic implications of local, state and federal budgets.</td>
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<tr>
<td>BPA 321</td>
<td>PERSONNEL MANAGEMENT</td>
<td>3</td>
<td>This course introduces skills necessary to manage a dynamic and diverse civic leadership workforce, including: executives, directors, chiefs, commissioners, administrators and superintendents. This workforce could also include public health, public safety, community services, public works, and other civic departments, including: elected, appointed, at-will, volunteer and non-profit personnel.</td>
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<tr>
<td>BPA 331</td>
<td>FINANCIAL MANAGEMENT FOR NON-PROFIT ORGANIZATIONS</td>
<td>3</td>
<td>This course focuses on the key financial concepts to effectively obtain desired goals and objectives by public and private sector non-profit organizations as well as in the international arena.</td>
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<tr>
<td>BPA 341</td>
<td>PUBLIC PROGRAMS: IMPLEMENT AND EVALUATE IN A DYNAMIC SETTING</td>
<td>3</td>
<td>This course focuses on the implementation of public policy decisions through the identification and development of specific methods for servicing the public good. It incorporates an emphasis on intergovernmental relations and the increasing use of private resources in the service delivery system. A strong emphasis is placed on evaluating both the delivery processes and service outcomes as a means to continuously improve service delivery effectiveness.</td>
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<td>BPA 351</td>
<td>RESEARCH IN PUBLIC ADMINISTRATION</td>
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<td>This course evaluates the process of conducting research for improving decision making within public administration to include the non-profit sector. 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>BPA 361</td>
<td>GRANT WRITING</td>
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<td>This course explores the basics of grant and proposal writing in public administration for federal, state, and private funding. This course includes research, design, and evaluation of grant writing components and explores requirements for the various types of grants available. This course also includes developmental steps for an effective grant proposal.</td>
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<tr>
<td>BPA 371</td>
<td>INTERGOVERNMENTAL RELATIONS</td>
<td>3</td>
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<td>This class examines the relationships between different levels of government: federal, state, and local jurisdictions and the relationship between local governments. Partnerships between jurisdictions, both public- public and public- private, will be explored as will the use of quasi-governmental agencies.</td>
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<tr>
<td>BPA 381</td>
<td>PUBLIC ADMINISTRATION POLICY, LEGAL ISSUES, LAW &amp; ETHICS</td>
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<td></td>
<td>This course analyzes the nature, formation and system of law in the United States, and applies them to the public administration environment.</td>
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<tr>
<td>BPA 410</td>
<td>GOVERNMENT AND NON-PROFIT ACCOUNTING</td>
<td>3</td>
<td>Students will analyze and discuss budget issues as related to both government and non-profit organizations. This course will focus on accounting, revenue, and expenses allocated to various public administration entities. Students will examine reporting issues and discuss various solutions.</td>
</tr>
<tr>
<td>BPA 411</td>
<td>PUBLIC FINANCE: SOURCES, MANAGEMENT, AND REPORTS</td>
<td>3</td>
<td>This course explores the sources of revenue necessary to operate public programs, the ways in which funds are allocated and utilized, the responsibility for public stewardship, economic fiscal policy, and includes the need for accurate and complete reporting. This course will cover different approaches to public finance by federal, state, and local agencies.</td>
</tr>
<tr>
<td>BPA 421</td>
<td>ORGANIZATIONAL BEHAVIOR AND ETHICAL RESPONSIBILITY</td>
<td>3</td>
<td>This course focuses on the study of individual and group behavior in public administration settings and explores the ethical issues to which employees are exposed. Students will learn to recognize ethical dilemmas and resolve them through active deliberation and sound decision making.</td>
</tr>
<tr>
<td>BPA 431</td>
<td>LEADERSHIP IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>Leaders in public organizations face daily challenges. In this course, students will choose a contemporary leader and study his/her leadership style, strengths, and core values. Students will examine the application of these characteristics in public administration. This course will also help students learn to manage conflict, negotiate, and develop effective leadership skills.</td>
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<tr>
<td>BPA 441</td>
<td>URBAN AND REGIONAL PLANNING</td>
<td>3</td>
<td>This class addresses the importance of planning for future growth along with evolving land use patterns. Issues like urban and suburban sprawl, infill, density, redevelopment, and transportation modalities will be covered. Tools for implementing general plans, zoning, and eminent domain will be addressed.</td>
</tr>
<tr>
<td>BPA 451</td>
<td>CAPITAL IMPROVEMENT PLANNING &amp; MANAGEMENT</td>
<td>3</td>
<td>As today’s public infrastructures like roads, parks or water treatment facilities near the end of their design lifecycle, it is important to begin planning for renewal/renumber. This course will explore planning, building and maintaining these infrastructures while addressing the impact on stakeholders.</td>
</tr>
<tr>
<td>BPA 461</td>
<td>CONTEMPORARY ISSUES IN PUBLIC ADMINISTRATION</td>
<td>3</td>
<td>Utilizing skills developed in civic foundation coursework completed throughout this program, students will demonstrate a deeper understanding of regulatory and environmental impact, issues, and topics in the public administration field. This course will provide an emphasis on content mastery assessment.</td>
</tr>
<tr>
<td>BRM 216</td>
<td>INTRODUCTION TO THE RETAIL INDUSTRY</td>
<td>3</td>
<td>This course provides students with an overview of the retail industry. Topics include an examination of basic principles and terminology, the types of retailers, key drivers and trends, the importance of customer-facing activities, and exploring the current issues facing retailers, such as customer relationship management, industry consolidation, and dynamic changes in multichannel promotion through social media and website offerings. As a broad survey of the industry, this course provides you with a framework and set of concepts that will support the remainder of your core courses.</td>
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<tr>
<td>BRM 226</td>
<td>CUSTOMER SERVICE MANAGEMENT</td>
<td>3</td>
<td>This course presents strategies for effective customer service to increase satisfaction and retention within the retail environment. Students will be prepared to build customer rapport, analyze risks associated with customer service, and develop skills and strategies to resolve customer conflict. Additional focus will be placed on using technology to improve customer service and managing customer interactions to enhance competitive advantage within the retail sector.</td>
</tr>
<tr>
<td>BRM 236</td>
<td>SALES, TOOLS, AND STRATEGIES</td>
<td>3</td>
<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>
</tr>
<tr>
<td>BRM 246</td>
<td>RETAIL MARKETING: MERCHANDISING</td>
<td>3</td>
<td>This course presents strategies for capitalizing on consumer behavior and growing retail market share through the application of research, advertising, and innovative retail marketing tactics. Students will be prepared to execute the elements of the marketing mix to be successful in a retail setting.</td>
</tr>
<tr>
<td>BRM 266</td>
<td>RETAIL OPERATIONS: SUPPLY MANAGEMENT</td>
<td>3</td>
<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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</table>

This is the capstone course for retail fundamentals. 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 leadership and supervisory function of retailing. Emphasis will be on a practical skill-building approach to leadership and supervision so students develop skills that can be applied within the retail environment. Students will examine leadership styles, management principles, ethics and social responsibility, conflict resolution, and culturally diverse aspects of leadership.

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<th>Course Code</th>
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<tbody>
<tr>
<td>BRM 353</td>
<td>PRODUCT AND BRAND MANAGEMENT</td>
<td>3</td>
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</table>

This course presents an analysis of product and brand management as it relates to the goods and services life cycle from conception to purchase. Upon completion of this course, students will be prepared to design and implement successful product and brand development strategies that deliver value to consumers.

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<tbody>
<tr>
<td>BRM 360</td>
<td>RETAIL DATA ANALYTICS FOR DECISION MAKING</td>
<td>3</td>
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</table>

The business of retail has embraced big data in nearly all phases of planning. Some retail businesses exist only online, forgoing the traditional "brick and mortar” locations that dominate the industry. With the emergence of online shopping, businesses are recognizing the need to enhance their future growth by connecting with their consumers through digital channels. The retail analytics certificate emphasizes an understanding of Internet marketing, consumer behavior, web analytics, data analysis, inventory management, increased sales and anticipated trends. Upon completing this certificate, students will possess the knowledge and skills necessary to effectively manage a retail business using data analytics.

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<th>Course Code</th>
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<tbody>
<tr>
<td>BSA 310</td>
<td>BUSINESS SYSTEMS</td>
<td>3</td>
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</tbody>
</table>

This course reviews common business systems and their interrelationships. Business systems covered include finance, accounting, sales, marketing, and decision support. Emphasis is placed upon the selection, implementation, and use of information systems, the potential for integration of the systems, and information systems security.
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<tbody>
<tr>
<td>BSA 375</td>
<td>FUNDAMENTALS OF BUSINESS SYSTEMS DEVELOPMENT</td>
<td>3</td>
<td>This course introduces the fundamental, logical, and design considerations addressed during system and application software development. It provides a solid background in information systems analysis and design techniques through a combination of theory and application. The Systems Development Life Cycle will be fundamental to the course.</td>
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<tr>
<td>BSA 376</td>
<td>SYSTEMS ANALYSIS AND DESIGN</td>
<td>3</td>
<td>This course introduces the fundamental, logical, and design considerations addressed during system and application software development with a focus on application within health care. It provides a solid background in information systems analysis and design techniques through a combination of theory and application. The Systems Development Life Cycle will be fundamental to the course.</td>
</tr>
<tr>
<td>BSA 385</td>
<td>INTRO TO SOFTWARE ENGINEERING</td>
<td>3</td>
<td>This course introduces the fundamental, logical, and design considerations addressed during system and application software development. It provides a background in applications software development and testing techniques through a combination of theory and application.</td>
</tr>
<tr>
<td>BSA 411</td>
<td>SYSTEMS ANALYSIS METHODOLOGIES</td>
<td>3</td>
<td>This course provides an overview of planning a business analysis approach, which includes business analysis, requirements elicitation, enterprise analysis, and solution assessment.</td>
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<tr>
<td>BSA 412</td>
<td>SYSTEMS ANALYSIS TOOLS</td>
<td>3</td>
<td>This course builds upon the methodologies examined in Systems Analysis Methodologies by providing an emphasis on analysis tools - computer and non-computer supported. Emphasis is placed on when and how Microsoft® Visio® may be used for analysis.</td>
</tr>
<tr>
<td>BSA 413</td>
<td>IT SERVICE MANAGEMENT</td>
<td>3</td>
<td>This course addresses IT service management best practices from the perspective of the IT Infrastructure Library (ITIL)® framework. The ITIL® framework consists of Service Strategy, Design, Transition, Operation, and Continual Service Improvement.</td>
</tr>
<tr>
<td>BSA 425</td>
<td>BSIT CAPSTONE</td>
<td>3</td>
<td>As the capstone course for a Bachelor of Science in Information Technology (BSIT), students will complete a multi-faceted academic project/paper that demonstrates mastery and assesses the level of competency for the stated outcomes of the BSIT program. Additionally, students will complete the development of their career portfolios to illustrate skills gained throughout the course of this program.</td>
</tr>
<tr>
<td>BSA 500</td>
<td>BUSINESS SYSTEMS I</td>
<td>3</td>
<td>This course introduces business systems. The course reviews the basics of the business environment and influences on that environment. Accounting and finance business systems are also reviewed.</td>
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<tr>
<td>BSA 502</td>
<td>BUSINESS SYSTEMS II</td>
<td>3</td>
<td>This course reviews the following business systems: marketing, sales, human resources, operations, and legal. Emphasis is placed upon the inputs and outputs of information systems and the potential for integration of the systems.</td>
</tr>
<tr>
<td>BSA 505</td>
<td>IS AUDITING PROCESSES</td>
<td>3</td>
<td>This course focuses on information systems auditing, IT governance and protection and control of information assets. Topics include laws, regulations, standards, guidance, techniques, and professional ethics. This course is aligned to The Process of Auditing Information Systems domain of the ISACA CISA job practice areas.</td>
</tr>
<tr>
<td>BSA 510</td>
<td>IT GOVERNANCE AND MANAGEMENT</td>
<td>3</td>
<td>This course focuses on providing assurance that the organization has the structure, policies, accountability mechanisms, and monitoring practices in place to achieve the requirements of governance and management of IT. This course is aligned to the Governance and Management of IT domain of the ISACA CISA job practice areas.</td>
</tr>
<tr>
<td>BSA 515</td>
<td>ACQUISITION, DEVELOPMENT AND IMPLEMENTATION OF IS</td>
<td>3</td>
<td>This course focuses on the practices for acquiring, developing, testing, and implementing information systems to meet the organization's strategies and objectives. Topics include business case development, supplier selection, project management, and controls. This course is aligned to the Information Systems Acquisition, Development and Implementation domain of the ISACA CISA job practice areas.</td>
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<tr>
<td>BSA 520</td>
<td>OPERATIONS, MAINTENANCE AND SUPPORT OF IS</td>
<td>3</td>
<td>The Information Systems Operations, Maintenance and Support domain is divided into ten topic areas that focus on service level management, maintenance of information systems, problem and incident management, change and configuration management, and backup and restoration of systems. The objective of this domain is to ensure that students understand and can provide assurance that the practices for systems operations and maintenance meet the enterprise’s strategies and objectives.</td>
</tr>
<tr>
<td>BSA 525</td>
<td>INFORMATION ASSETS PROTECTION</td>
<td>3</td>
<td>The Protection of Information Assets domain is divided into five topic areas that focus on design and implementation of system and security controls, data classification, physical access, and the process of retrieving and disposing of information assets. The objective of this domain is to ensure that students understand and can provide assurance that the enterprise’s security policies, standards, procedures, and controls ensure the confidentiality, integrity, and availability of information assets.</td>
</tr>
<tr>
<td>BSA 531</td>
<td>IT ARCHITECTURE IN THE AGE OF CLOUD</td>
<td>3</td>
<td>IT Architecture in the Age of Cloud covers solution architecture designed specifically for the cloud, with alignment to AWS Solution Architect - Associate certification. Course topics include designing and defining resilient performant architectures, and securing and cost-optimizing architectures that are operationally excellent.</td>
</tr>
<tr>
<td>BSA 550</td>
<td>CUSTOMER RELATIONSHIP MANAGEMENT</td>
<td>3</td>
<td>This course provides a comprehensive review of customer relationship management (CRM), which is a major component of organizational business intelligence (BI). This course covers the domain of CRM and is not tied to any particular perspective and covers a number of holistic models. Students will learn three types of CRM - strategic, operational and analytical. This course emphasizes a managerial perspective on CRM while maintaining a balanced view of the technology.</td>
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<tr>
<td>BSA 570</td>
<td>ANALYTIC PROGRAMMING</td>
<td>3</td>
<td>This course is an introduction to analytic programming, an essential component of business analytics. Analytic programming combines statistical processes and programming to identify meaningful patterns in data as well as construct useful models. Topics include data access, data structures, data management, data functions and structures, reports and error resolution within the context of a statistical analysis framework. This course is aligned to the SAS Base Programmer Certification.</td>
</tr>
<tr>
<td>BSA 580</td>
<td>STATISTICAL BUSINESS ANALYTICS</td>
<td>3</td>
<td>This course covers Statistical Business Analytics. The course includes the topics of analysis of variance, linear and logistic regression, preparing inputs for predictive models, and measuring model performance. This course is aligned to the SAS Statistical Business Analyst Using SAS, Regression and Modeling certification.</td>
</tr>
<tr>
<td>BSCOM 210</td>
<td>LOGIC AND RHETORIC</td>
<td>3</td>
<td>Open-mindedness to different perspectives is important - but equally important is the ability to construct a valid argument in support of one's claim. This course covers key skills in reasoning, critical thinking, and persuasion used to effectively communicate. Topics include logical argumentation, rhetoric, persuasion, semantics, and perception.</td>
</tr>
<tr>
<td>BSCOM 210T</td>
<td>LOGIC AND RHETORIC</td>
<td>3</td>
<td>Open-mindedness to different perspectives is important - but equally important is the ability to construct a valid argument in support of one's claim. This course covers key skills in reasoning, critical thinking, and persuasion used to effectively communicate. Topics include logical argumentation, rhetoric, persuasion, semantics, and perception.</td>
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<tr>
<td>BSCOM 230</td>
<td>STORYTELLING</td>
<td>3</td>
<td>One of the most effective and compelling ways to communicate is through a good story. This course introduces key elements of storytelling and illustrates ways to enhance messaging and better engage with audiences. Topics covered may include compositional structure, grammar, and storytelling strategies to address business and communication needs.</td>
</tr>
<tr>
<td>BSCOM 230T</td>
<td>STORYTELLING</td>
<td>3</td>
<td>One of the most effective and compelling ways to communicate is through a good story. This course introduces key elements of storytelling and illustrates ways to enhance messaging and better engage with audiences. Topics covered may include compositional structure, grammar, and storytelling strategies to address business and communication needs.</td>
</tr>
<tr>
<td>BSCOM 250</td>
<td>COMMUNICATION TECHNOLOGY</td>
<td>3</td>
<td>The communication technology used to convey a message can be just as important as the message itself. This course explores different forms of communication technology available to support the exchange of information and interactions between people and organizations. Students will examine how to strategically write and structure communication using different technologies within a variety of environments.</td>
</tr>
<tr>
<td>BSCOM 250T</td>
<td>COMMUNICATION TECHNOLOGY</td>
<td>3</td>
<td>The communication technology used to convey a message can be just as important as the message itself. This course explores different forms of communication technology available to support the exchange of information and interactions between people and organizations. Students will examine how to strategically write and structure communication using different technologies within a variety of environments.</td>
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<tr>
<td>BSCOM 300</td>
<td>ADVERTISING AND THE MEDIA</td>
<td>3</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>
</tr>
<tr>
<td>BSCOM 310</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>This course examines communication principles and strategies for effective interpersonal, small group and team communication. Topics include collaboration, role definition, goal setting, leadership, and diversity.</td>
</tr>
<tr>
<td>BSCOM 310T</td>
<td>INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>This course examines communication principles and strategies for effective interpersonal, small group and team communication. Topics include collaboration, role definition, goal setting, leadership, and diversity.</td>
</tr>
<tr>
<td>BSCOM 320</td>
<td>MASS COMMUNICATION AND MEDIA</td>
<td>3</td>
<td>This course introduces key media theories and practices and examines the history of mass communication and its influence on society. Topics covered include media literacy, propaganda, marketing, law, and ethics.</td>
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<tr>
<td>BSCOM 320T</td>
<td>MASS COMMUNICATION AND MEDIA</td>
<td>3</td>
<td>This course introduces key media theories and practices and examines the history of mass communication and its influence on society. Topics covered include media literacy, propaganda, marketing, law, and ethics.</td>
</tr>
<tr>
<td>BSCOM 324</td>
<td>COMMUNICATION RESEARCH</td>
<td>3</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>
</tr>
<tr>
<td>BSCOM 330</td>
<td>COMPUTER MEDIATED COMMUNICATION</td>
<td>3</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>
</tr>
<tr>
<td>BSCOM 340</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
<td>3</td>
<td>In this course, students will apply key communication strategies that support effective organizational communication. Topics include change management, training and development, operational transformation, and performance improvement.</td>
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<tr>
<td>BSCOM 340T</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
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<td></td>
<td>In this course, students will apply key communication strategies that support effective organizational communication. Topics include change management, training and development, operational transformation, and performance improvement.</td>
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<tr>
<td>BSCOM 348</td>
<td>SMALL GROUP AND TEAM COMMUNICATION</td>
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<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>
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<tr>
<td>BSCOM 350</td>
<td>JOURNALISM: WRITING FOR IMPACT</td>
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<td>With the introduction of the Internet and social media, the practice of journalism is in a state of transformation. This course covers key elements of investigative journalism, research, and news reporting across a variety of media outlets. Also covered are legal and ethical considerations related to the practice of journalism.</td>
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<tr>
<td>BSCOM 350T</td>
<td>JOURNALISM: WRITING FOR IMPACT</td>
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<tr>
<td></td>
<td>With the introduction of the Internet and social media, the practice of journalism is in a state of transformation. This course covers key elements of investigative journalism, research, and news reporting across a variety of media outlets. Also covered are legal and ethical considerations related to the practice of journalism.</td>
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<tr>
<td>BSCOM 370</td>
<td>SOCIAL MEDIA COMMUNICATION</td>
<td>3</td>
<td>The emergence of social media has transformed how individuals, organizations, and entire industries communicate with one another. This course examines the evolution of social media technology and its influence on communication and behavior. Students will examine principles of visual communication, including the use of symbols and signs to communicate information.</td>
</tr>
<tr>
<td>BSCOM 370T</td>
<td>SOCIAL MEDIA COMMUNICATION</td>
<td>3</td>
<td>The emergence of social media has transformed how individuals, organizations, and entire industries communicate with one another. This course examines the evolution of social media technology and its influence on communication and behavior. Students will examine principles of visual communication, including the use of symbols and signs to communicate information.</td>
</tr>
<tr>
<td>BSCOM 380</td>
<td>CORPORATE COMMUNICATION AND PUBLIC RELATIONS</td>
<td>3</td>
<td>This course introduces strategies used to shape public opinion, including image and brand management. Foundational principles of corporate and public relations and communication ethics are covered.</td>
</tr>
<tr>
<td>BSCOM 380T</td>
<td>CORPORATE COMMUNICATION AND PUBLIC RELATIONS</td>
<td>3</td>
<td>This course introduces strategies used to shape public opinion, including image and brand management. Foundational principles of corporate and public relations and communication ethics are covered.</td>
</tr>
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<tr>
<td>BSCOM 384</td>
<td>MARKETING COMMUNICATIONS</td>
<td>3</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>
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<tr>
<td>BSCOM 386</td>
<td>SALES COMMUNICATIONS</td>
<td>3</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>
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<tr>
<td>BSCOM 390</td>
<td>INTERCULTURAL COMMUNICATION</td>
<td>3</td>
<td>The purpose of this course is to assist students in understanding and applying 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 400</td>
<td>TECHNICAL COMMUNICATION</td>
<td>3</td>
<td>In this course, students will research and organize complex information for instructional and technical purposes. Students will also explore various technologies and editing processes used to clarify the delivery and display of information.</td>
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<tr>
<td>BSCOM 410</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>
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<tr>
<td>BSCOM 415</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>
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<tr>
<td>BSCOM 420</td>
<td>In a world rich in culture and diverse individual backgrounds, it is essential to understand principles of effective intercultural and global communication. In this course, students will examine the influence of society upon group behavior, cultural traditions, and communication practices, and will apply strategies to improve communication and competence across various intercultural environments and contexts.</td>
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<tr>
<td>BSCOM 435</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>
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<tr>
<td>BSCOM 450</td>
<td>NEGOTIATION, MEDIATION, AND DIPLOMACY</td>
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<td>Conflict and disagreements happen in every organization. This course examines conflict management and mediation strategies for a variety of situations that can be used to defuse tension and promote collaboration and compromise. Topics include communication law, negotiation, and diplomacy.</td>
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<td>BSCOM 460</td>
<td>ETHICS AND COMMUNICATION</td>
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<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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<td>BSCOM 465</td>
<td>COMMUNICATION IN MEDIATION AND CONFLICT RESOLUTION</td>
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<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>
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<td>BSCOM 470</td>
<td>MARKETING AND SALES MESSAGE MANAGEMENT</td>
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<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>
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<tr>
<td>BSCOM 480</td>
<td>APPLIED COMMUNICATION CAPSTONE</td>
<td>3</td>
<td>In this capstone course, students will integrate and apply their learning from throughout the program. Students will construct a comprehensive and strategic communication plan and evaluate its impact on organizational performance.</td>
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<tr>
<td>BSCOM 485</td>
<td>CAPSTONE IN COMMUNICATION</td>
<td>3</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>
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<tr>
<td>BSHS 305</td>
<td>HISTORICAL DEVELOPMENT OF HUMAN SERVICES: AN INTRODUCTION</td>
<td>3</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.</td>
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<tr>
<td>BSHS 325</td>
<td>HUMAN SYSTEMS AND DEVELOPMENT</td>
<td>3</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.</td>
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<td>BSHS 335</td>
<td>ETHICS AND VALUES FOR HUMAN SERVICE PROFESSIONALS</td>
<td>3</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. (3 credits). Prerequisites: BSHS 305, 325; COMM/215 or equivalent.</td>
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<tr>
<td>BSHS 345</td>
<td>DIVERSITY AND SPECIAL POPULATIONS</td>
<td>3</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.</td>
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<tr>
<td>BSHS 355</td>
<td>DELIVERY OF HUMAN SERVICES: THEORY AND PRACTICE</td>
<td>3</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.</td>
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<tr>
<td>BSHS 375</td>
<td>INFORMATION SYSTEMS AND TECHNOLOGY IN HUMAN SERVICES</td>
<td>3</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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<td>BSHS 385</td>
<td>INTERPERSONAL COMMUNICATION AND INTERVIEWING SKILLS</td>
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<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 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.</td>
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<td>BSHS 395</td>
<td>CLIENT ASSESSMENT AND PLANNING</td>
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<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.</td>
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<td>BSHS 405</td>
<td>INTERVENTION, DIRECT SERVICE DELIVERY &amp; CASE MANAGEMENT</td>
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<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.</td>
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<td>BSHS 406</td>
<td>FAMILY AND SOCIAL SYSTEMS: CONTEMPORARY TRENDS AND ISSUES</td>
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<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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<tr>
<td>BSHS 407</td>
<td>FAMILY VIOLENCE ACROSS THE LIFESPAN: A MULTI-STRATA PROBLEM</td>
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<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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<td>BSHS 408</td>
<td>CHILDHOOD ABUSE AND NEGLECT</td>
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<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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<td>BSHS 415</td>
<td>FIELD EXPERIENCE I</td>
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<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.</td>
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<td>BSHS 415O</td>
<td>ORIENTATION TO FIELD EXPERIENCE</td>
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<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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<td>BSHS 425</td>
<td>ADMINISTRATION &amp; MANAGEMENT OF HUMAN SERVICE PROGRAMS</td>
<td>3</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>This course traces the historical context of human services management. Students will examine strategies for managing an integrated, multi-emotionally driven work force. Students will prepare to be generalists, understanding the scope of leading work forces under pressure. Students will employ learned management practices to distinguish, inspect, and measure the important attributes of program management and supervision. A focus on organizational behavior and the challenges of embracing workforce diversity, dynamic systems change, performance evaluation, and effective communication with a range of paraprofessional and professional colleagues allows students to explore their role as managers in the growing human services field.</td>
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<td>BSHS 427</td>
<td>CRITICAL THINKING SKILLS IN MANAGEMENT DECISION-MAKING</td>
<td>3</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.</td>
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<td>BSHS 428</td>
<td>HUMAN SERVICES PROGRAM DESIGN AND PROPOSAL WRITING</td>
<td>3</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>
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<td>BSHS 435</td>
<td>RESEARCH AND STATISTICS IN HUMAN SERVICES</td>
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<td>BSHS 437</td>
<td>SOCIAL SYSTEMS AND AGING</td>
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<td>BSHS 438</td>
<td>CARE FOR AGING POPULATIONS</td>
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<td>BSHS 439</td>
<td>GRIEF, LOSS AND END OF LIFE ISSUES</td>
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**BSHS 435 RESEARCH AND STATISTICS IN HUMAN SERVICES**

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.

**BSHS 437 SOCIAL SYSTEMS AND AGING**

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.

**BSHS 438 CARE FOR AGING POPULATIONS**

The course is an exploration of various living environments for aging and elderly including retirement communities, living with relatives and/or children, independency, 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. (3 credits) Prerequisite: BSHS/437.

**BSHS 439 GRIEF, LOSS AND END OF LIFE ISSUES**

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. (3 credits) Prerequisite: BSHS/438.
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<tr>
<th>BSHS 445</th>
<th>SURVEY OF CRISIS AND MENTAL HEALTH ISSUES AND INTERVENTIONS</th>
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<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.</td>
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<th>BSHS 455</th>
<th>WORKING WITH ADDICTIONS</th>
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<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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<th>BSHS 456</th>
<th>ADDICTION INTERVENTIONS FOR HUMAN SERVICE WORKERS</th>
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<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 inpatient/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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<th>BSHS 457</th>
<th>CODEPENDENCE AND WORKING WITH FAMILIES</th>
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<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. (3 credits). Prerequisite: BSHS/456</td>
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<td>BSHS 458</td>
<td>ACTION PLANNING, RELAPSE PREVENTION AND AFTERCARE</td>
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<tr>
<td>BSHS 465</td>
<td>PROFESSIONAL DEVELOPMENT AND IDENTITY</td>
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<td>BSHS 475</td>
<td>FIELD EXPERIENCE II</td>
<td>3</td>
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<tr>
<td>BSHS 485</td>
<td>CAPSTONE: ADVOCACY AND CREATING SOCIAL CHANGE</td>
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<td>BSHS 491</td>
<td>FIELD EXPERIENCE /PART III</td>
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<td>This course will offer students the opportunity to demonstrate progression in the 12-Core Competency Areas, which are the topics of the course. Students will select placement in a community human services organization and participate in human service delivery. Weekly seminars 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.</td>
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<tr>
<td>BLS 101CA</td>
<td>ORIENTATION TO LIBERAL STUDIES IN EDUCATION</td>
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<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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<td>BSS 395</td>
<td>CONTEMPORARY ISSUES AND FUTURES IN SECURITY</td>
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<td>This course focuses on modern topics in the security discipline to include an examination of current issues and potential future issues in the security industry. Emphasis is placed on studies of theoretical and practical applications of security leadership principles, physical security, investigative techniques, cybersecurity, legal and ethical considerations, future security issues and the role of the Chief Security Officer. Students will apply critical thinking and analyses of these core concepts in the comprehensive study of public, private and non-profit sector organizations in order to garner an overall grounded understanding of contemporary issues and futures in the security discipline.</td>
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<td>BSS 480</td>
<td>RISK MANAGEMENT PERCEPTION AND COMMUNICATION</td>
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<td>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 regards 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.</td>
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<tr>
<td>BSS 481</td>
<td>COUNTERTERRORISM INTELLIGENCE AND ANALYSIS</td>
<td>3</td>
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<tr>
<td>BSS 482</td>
<td>SECURING CRITICAL INFRASTRUCTURE AND CYBERSPACE</td>
<td>3</td>
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<tr>
<td>BSS 483</td>
<td>WORLD VIEW OF HOMELAND SECURITY</td>
<td>3</td>
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<tr>
<td>BUS 212</td>
<td>FOUNDATIONS OF BUSINESS</td>
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<tr>
<td>BUS 212T</td>
<td>FOUNDATIONS OF BUSINESS</td>
<td>3</td>
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<tr>
<td>BUS 475</td>
<td>INTEGRATED BUSINESS TOPICS</td>
<td>3</td>
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<tr>
<td>BUS 502</td>
<td>THE EXTERNAL FACTORS THAT IMPACT BUSINESS</td>
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<tr>
<td>BUS 503</td>
<td>ACCOUNTING AND FINANCIAL DECISION MAKING</td>
<td>3</td>
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<tr>
<td>BUS 511</td>
<td>MANAGING THE BUSINESS ENVIRONMENT</td>
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<td>BUS 515</td>
<td>SEMINAR IN BUSINESS TOPICS</td>
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<tr>
<td>BUS 700</td>
<td>INTRODUCTION TO BUSINESS ADMINISTRATION IN DOCTORAL STUDY</td>
<td>3</td>
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<tr>
<td>BUS 721</td>
<td>ISSUES IN OPTIMIZING OPERATIONS</td>
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<tr>
<td>BUS 731</td>
<td>TRANSFORMING THE BUSINESS I</td>
<td>3</td>
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<td>BUS 732</td>
<td>TRANSFORMING THE BUSINESS II</td>
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<td>BUS 733</td>
<td>TRANSFORMING THE BUSINESS</td>
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<tr>
<td>CAP GM591</td>
<td>CASES IN CROSS-BORDER MANAGEMENT</td>
<td>3</td>
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<td>CCMH 502</td>
<td>GRADUATE PORTFOLIO</td>
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<td>CCMH 504</td>
<td>INDIVIDUAL AND FAMILY DEVELOPMENT ACROSS THE LIFE SPAN</td>
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<td>CCMH 506</td>
<td>PERSONALITY THEORIES AND COUNSELING MODELS</td>
<td>3</td>
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<tr>
<td>CCMH 510</td>
<td>MULTI-CULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
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<tr>
<td>CCMH 510CA</td>
<td>MULTICULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
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<td>CCMH 511</td>
<td>FUNDAMENTAL COUNSELING SKILLS</td>
<td>3</td>
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<td>CCMH 515</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
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<tr>
<td>CCMH 515CA</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
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<tr>
<td>CCMH 520</td>
<td>BIOLOGICAL BASIS OF BEHAVIOR/PHYSIOLOGICAL ISSUES</td>
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<td>CCMH 521</td>
<td>PSYCHOPHARMACOLOGY/BIOLOGICAL BASIS OF BEHAVIOR</td>
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<td>CCMH 522</td>
<td>PSYCHOPHARMACOLOGY</td>
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<tr>
<td>CCMH 525</td>
<td>RESEARCH METHODS FOR MENTAL HEALTH COUNSELORS</td>
<td>3</td>
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<td>CCMH 535</td>
<td>PSYCHOMETRICS</td>
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<td>CCMH 540</td>
<td>CAREER AND VOCATIONAL COUNSELING</td>
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<td>CCMH 544</td>
<td>INTRODUCTION TO CLINICAL ASSESSMENT</td>
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<td>CCMH 547</td>
<td>BASIC CLINICAL ASSESSMENT AND PSYCHOMETRICS</td>
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<td>CCMH 548</td>
<td>PSYCHOPATHOLOGY: ADVANCED CLINICAL ASSESSMENT</td>
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<tr>
<td>CCMH 551</td>
<td>INDIVIDUAL COUNSELING</td>
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<tr>
<td>CCMH 558</td>
<td>CRISIS INTERVENTION AND TRAUMA</td>
<td>3</td>
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<td>CCMH 561</td>
<td>DEPENDENCY AND ADDICTIONS</td>
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<tr>
<td>CCMH 565</td>
<td>FAMILY, COUPLE, AND CHILD COUNSELING</td>
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<td>CCMH 568</td>
<td>GROUP COUNSELING</td>
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<td>CCMH 578</td>
<td>SEMINAR CLINICAL MENTAL HEALTH</td>
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<tr>
<td>CCMH 581</td>
<td>SUPERVISION/MANAGEMENT IN CLINICAL MENTAL HEALTH COUNSELING</td>
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<td>PRACTICUM IN CLINICAL MENTAL HEALTH COUNSELING</td>
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<td>CCMH 597A</td>
<td>INTERNSHIP A</td>
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<td>CCMH 597B</td>
<td>INTERNSHIP B</td>
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<td>CCMH 597C</td>
<td>INTERNSHIP C</td>
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<td>CEM 535</td>
<td>MANAGING THE EXPERIENCE WITHIN THE HEALTH CARE ENVIRONMENT</td>
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<td>CHL 610</td>
<td>COMMUNITY HEALTH ASSESSMENT</td>
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<tr>
<td>CHL 620</td>
<td>COMMUNITY HEALTH ENGAGEMENT AND ORGANIZING</td>
<td>3</td>
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<tr>
<td>CHL 630</td>
<td>PLANNING AND IMPLEMENTING COMMUNITY HEALTH INITIATIVES</td>
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<td>In this course, learners create theory-based and evidence-informed community health initiatives. The course will examine use of logic models, intervention activities, budget development, organizational structure, and stakeholder engagement. Course concepts are applied to community health settings and scenarios and students gain opportunity to plan and implement health programs and initiatives.</td>
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<tr>
<td>CHL 640</td>
<td>EVALUATING COMMUNITY HEALTH INITIATIVES</td>
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<td>This course provides learners with an opportunity to plan, implement, and utilize evaluation methods within community health settings. Basic principles and practices of evaluation are addressed, including identifying the goals of a community health initiative; designing and implementing an evaluation plan; using evaluation results to improve processes, programs, policies, and outcomes; and sharing results with stakeholder groups.</td>
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<tr>
<td>CHM 110</td>
<td>INTRODUCTORY CHEMISTRY</td>
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<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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<td>CHM 150</td>
<td>GENERAL CHEMISTRY I</td>
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<td>This course provides students with 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 may apply these concepts using practical examples, facilitated discussions, and experiments conducted through completion of virtual labs. This course is the first half of the general chemistry sequence, which is completed in CHM/151: General Chemistry II.</td>
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<tr>
<td>CHM 151</td>
<td>GENERAL CHEMISTRY II</td>
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<td>CIS 207T</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
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<td>CIS 291</td>
<td>PC AND DEVICE FUNDAMENTALS</td>
<td>3</td>
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<td>CIS 293</td>
<td>NETWORK TROUBLESHOOTING AND SUPPORT</td>
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<tr>
<td>CIS 295</td>
<td>INTRODUCTION TO PC AND MOBILE OPERATING SYSTEMS</td>
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<td>CIS 297</td>
<td>COMPUTER SECURITY AND OPERATIONAL SUPPORT FUNDAMENTALS</td>
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<td>CIS 298</td>
<td>HEALTHCARE IT</td>
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<tr>
<td>CIS 532</td>
<td>INFORMATION SYSTEMS LEADERSHIP</td>
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<tr>
<td>CIS 568</td>
<td>INFORMATION SYSTEMS CONCEPTS</td>
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<tr>
<td>CIT 245</td>
<td>LOCAL AREA NETWORKING FUNDAMENTALS</td>
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<td>CIT 249</td>
<td>WIDE AREA NETWORK ENVIRONMENT</td>
<td>3</td>
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<td>CIT 274</td>
<td>ROUTING AND SWITCHING IMPLEMENTATIONS</td>
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<tr>
<td>CIT 276</td>
<td>ROUTING AND SWITCHING MANAGEMENT</td>
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<td>CIT 277</td>
<td>WEBSITE DEVELOPMENT FOUNDATIONS</td>
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<td>CIT 278</td>
<td>INTERNET BUSINESS CONCEPTS</td>
<td>3</td>
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<tr>
<td>CIT 279</td>
<td>NETWORK TECHNOLOGY FOUNDATIONS</td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJA 304</td>
<td>INTERPERSONAL COMMUNICATIONS</td>
<td>3</td>
<td>This course prepares the student to communicate effectively in both written and verbal forms. The course covers best practices in investigative reporting, written reports and memos, and interpersonal verbal communication within criminal justice settings, including interactions with victims, suspects, incarcerated persons, government officials, staff, and civilians.</td>
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<tr>
<td>CJA 305</td>
<td>CRIMINAL LAW</td>
<td>3</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 314</td>
<td>CRIMINOLOGY</td>
<td>3</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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<tr>
<td>CJA 315</td>
<td>CRIMINAL PROCEDURE</td>
<td>3</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 pretrial 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 examination of homeland security issues.</td>
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<tr>
<td>CJA 316</td>
<td>SURVEY OF CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course provides an overview of the key components, theoretical foundations and processes involved in the administration of criminal justice. The course examines the application of historical and philosophical considerations between the components of the criminal justice system.</td>
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<tr>
<td>CJA 324</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</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>
</tr>
<tr>
<td>CJA 325</td>
<td>CRIMINAL ORGANIZATIONS</td>
<td>3</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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<tr>
<td>CJA 326</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course explores the ethical standards and codes of professional responsibility in criminal justice professions. It also provides a foundational perspective for ethics in relationship to professional organizations and agencies. Students will examine the interrelated nature of ethics, morality, legal responsibility, and social issues in criminal justice settings.</td>
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<tr>
<td>CJA 335</td>
<td>RESEARCH STATISTICS</td>
<td>3</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 336</td>
<td>DIVERSITY IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course offers an inclusive, critical, and balanced examination of the American criminal justice system with respect to major aspects of multiculturalism and societal diversity. Students will examine policies, procedures, and issues of diversity prevalent in criminal justice administration.</td>
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<tr>
<td>CJA 344</td>
<td>CULTURAL DIVERSITY ISSUES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course offers a comprehensive, critical and balanced examination of the issues of crime and justice with respect to 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>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 346</td>
<td>THEORIES OF CRIMINOLOGY AND VICTIMOLOGY</td>
<td>3</td>
<td>This course examines fundamental theories on the causes of criminal behavior, determinations on the extent of criminality in society, associated policy implications and the application of criminological theories in the criminal justice system. This course also explores traditional victimology, special victims and responses to victimization including civil and criminal processes and the correlation of victimology and criminology.</td>
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<tr>
<td>CJA 355</td>
<td>GRANT WRITING</td>
<td>3</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 356</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
<td>3</td>
<td>This course in organizational behavior encompasses the study of individual and group behavior as they apply to criminal justice organizations. Organizational behavior management challenges individuals to understand organizational structure and systems, leadership, effective communication, and change management in our rapidly changing society.</td>
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<tr>
<td>CJA 365</td>
<td>BUDGET, FINANCE, AND PLANNING</td>
<td>3</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 374</td>
<td>JUVENILE JUSTICE SYSTEMS AND PROCESSES</td>
<td>3</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>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. Emergency management principles, inter-organizational communication, and potential collaboration models are explored.</td>
</tr>
<tr>
<td>CJA 376</td>
<td>INTERAGENCY COMMUNICATION</td>
<td>3</td>
<td>This course explores the relationships across all 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>
</tr>
<tr>
<td>CJA 385</td>
<td>CRIMINAL JUSTICE POLICY ANALYSIS &amp; PROGRAM EVALUATION</td>
<td>3</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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<tr>
<td>CJA 386</td>
<td>RESEARCH STATISTICS</td>
<td>3</td>
<td>This course examines introductory statistical techniques common to the criminal justice system including descriptive and inferential statistics, correlation, and factor analysis. Students will demonstrate knowledge of the application and limitations of specific statistical tests. Students also analyze the use of statistics in research published by criminal justice researchers.</td>
</tr>
<tr>
<td>CJA 395</td>
<td>CURRENT ISSUES/FUTURES IN CRIMINAL JUSTICE MANAGEMENT</td>
<td>3</td>
<td>This course examines both the principle issues in contemporary criminal justice management as well as the extrapolation of such issues toward possible futures within the criminal justice management field. Students will focus on relevant research in policing, courts, and corrections that reflect key elements of current conditions and what may be expected in the years to come that will be important to criminal justice administrators. 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 criminal justice administration.</td>
</tr>
<tr>
<td>CJA 416</td>
<td>BUDGET, FINANCE, AND PLANNING</td>
<td>3</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>
</tr>
<tr>
<td>CJA 426</td>
<td>GRANT WRITING AND FUNDING</td>
<td>3</td>
<td>This course explores the essential foundations and strategies that criminal justice agencies and associated programs utilize in their pursuit of federal, state, and private grant solicitations. Students will identify funding sources, budgetary approaches and best practices in the development of successful grant proposals.</td>
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<tr>
<td>CJA 436</td>
<td>MENTAL HEALTH SERVICES AND CRISIS INTERVENTION</td>
<td>3</td>
<td>This course explores the concepts designed to promote solutions that assist criminal justice professionals when dealing with individuals affected by mental health issues. Students will evaluate the concepts and administration of crisis intervention and mental health services, and their practical applications in the field. Students will create strategies for providing services to varied populations in the criminal justice system.</td>
</tr>
<tr>
<td>CJA 444</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
<td>3</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>
</tr>
<tr>
<td>CJA 446</td>
<td>CRIMINAL JUSTICE POLICY ANALYSIS AND PROGRAM EVALUATION</td>
<td>3</td>
<td>This course explores strategies and alternative solutions used to develop, implement, and evaluate criminal justice policies and programs. Students analyze the operations of criminal justice programs against established standards in order to determine program improvement.</td>
</tr>
<tr>
<td>CJA 454</td>
<td>CRIMINAL JUSTICE MANAGEMENT THEORY AND PRACTICE</td>
<td>3</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. Students will discuss constitutional requirements, court decisions, and legislation as they impact management in criminal justice organizations are discussed. Basic accounting and financial terminology and purposes and formats of financial statements are introduced.</td>
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<tr>
<td>CJA 456</td>
<td>CONTEMPORARY ISSUES AND FUTURE IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course will examine the impact of current and future advancements that interface with the criminal justice system. Discussions will focus upon established research and predictive techniques in policing, courts, and corrections. Students will gain the requisite knowledge to advance the profession as positive change-agents, through the extrapolation of future themes within the ever-evolving criminal justice field.</td>
</tr>
<tr>
<td>CJA 474</td>
<td>MANAGING CRIMINAL JUSTICE PERSONNEL</td>
<td>3</td>
<td>This course is a survey of important personnel issues inherent to organizations and especially to Criminal Justice organizations. Problems with, procedures for, and solutions to common personnel issues will be explored.</td>
</tr>
<tr>
<td>CJA 475</td>
<td>FORECASTING AND STRATEGIC PLANNING</td>
<td>3</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>
</tr>
<tr>
<td>CJA 476</td>
<td>CRIMINAL JUSTICE PROBLEM-SOLVING METHODS</td>
<td>3</td>
<td>This course examines problem-solving approaches to criminal justice issues through root cause analyses, application of problem-solving methodologies, and assessment of the effectiveness of the criminal justice responses to contemporary issues.</td>
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<tr>
<td>CJA 484</td>
<td>CRIMINAL JUSTICE ADMINISTRATION CAPSTONE</td>
<td>3</td>
<td>This capstone course is designed for students to integrate their acquired knowledge of theory into practical applications. Students focus on integrating core content of criminal justice administration with specialized content from the criminal justice management concentration area. Students assess the impact of their educational experiences on their professional competence and values, critical thinking, problem solving, communication, information use, and collaboration skills necessary for the modern criminal justice manager.</td>
</tr>
<tr>
<td>CJA 486</td>
<td>ADMINISTRATION CAPSTONE</td>
<td>3</td>
<td>This capstone course is designed for students to integrate their acquired knowledge of theory into practical applications. Students will demonstrate ethical decision-making, research, public policy and administration as it applies to communities and the criminal justice field.</td>
</tr>
<tr>
<td>CJHS 395</td>
<td>ISSUES AND FUTURES IN HUMAN SERVICES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course examines both the principle issues in providing human services within contemporary criminal justice as well as the extrapolation of such issues toward possible futures of human services within the criminal justice field. Students will focus upon relevant research in policing, courts, and corrections that reflect key elements of current conditions and what may be expected from human services and human service workers in the years to come. Students will apply critical review and engage in in-depth discussion of these concepts as a basis for comprehensive understanding at local, state, and national levels of human services in criminal justice administration.</td>
</tr>
<tr>
<td>CJHS 400</td>
<td>THEORY AND PRACTICE: HUMAN SERVICES IN CRIMINAL JUSTICE</td>
<td>3</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>Students will 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>
</tr>
<tr>
<td>CJHS 420</td>
<td>CASE MANAGEMENT AND SERVICES PROVIDED IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course covers principles, practices, and issues in case management. Students learn about the nature of diagnoses, interviewing skills, and how to identify treatment resources in the criminal justice system. Ethics and professional boundaries in case management are also examined.</td>
</tr>
<tr>
<td>CJHS 430</td>
<td>COLLABORATIVE SERVICES IN CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course examines the collaboration between human service professionals and those working in the criminal justice system. Students analyze the roles of human service workers in the areas of mediator, advocate, facilitator, evaluator, provider and agency representatives. Overcoming barriers to effective service delivery through the use of collaboration is also considered.</td>
</tr>
<tr>
<td>CJS 201</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 be covered.</td>
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<tr>
<td>CJS 205</td>
<td>COMPOSITION FOR COMMUNICATION IN THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</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>
</tr>
<tr>
<td>CJS 211</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td>3</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>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>
</tr>
<tr>
<td>CJS 221</td>
<td>CULTURAL DIVERSITY IN CRIMINAL JUSTICE</td>
<td>3</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>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>
</tr>
<tr>
<td>CJS 231</td>
<td>CRIMINOLOGY</td>
<td>3</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>
</tr>
<tr>
<td>CJS 235</td>
<td>VICTIMOLOGY</td>
<td>3</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>
</tr>
<tr>
<td>CJS 241</td>
<td>INTRODUCTION TO POLICE THEORY AND PRACTICES</td>
<td>3</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>This course is a general introduction to the field of juvenile justice, including an overview of the juvenile justice system and the differences between dependency and delinquency. Students address current problems facing juveniles, and compare adult and juvenile justice systems. Special attention is given to the problems inherent in the police handling of juveniles, the function of juvenile courts, sentencing, and future juvenile justice system issues.</td>
</tr>
<tr>
<td>CJS 251</td>
<td>INTRODUCTION TO CRIMINAL COURT SYSTEMS</td>
<td>3</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>
</tr>
<tr>
<td>CJS 255</td>
<td>INTRODUCTION TO CORRECTIONS</td>
<td>3</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>
</tr>
<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 risk assessment and management. 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>
</tr>
<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>
</tr>
<tr>
<td>CMGT 413</td>
<td>APPLICATION ACQUISITION AND SOURCING</td>
<td>3</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 insourcing 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>
</tr>
<tr>
<td>CMGT 420</td>
<td>INTEGRATED PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course prepares 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>This course covers the managerial and technical considerations related to access controls, authentication, external attacks, and other risk areas facing an enterprise. This course will also survey the techniques to prevent unauthorized computer and facility access as well as the concepts for protecting the hardware and software assets of an enterprise.</td>
</tr>
<tr>
<td>CMGT 433</td>
<td>CYBER SECURITY</td>
<td>3</td>
<td>This course explores the evolution from information security to cyber security, policy and cyber security development, and the relationships between business and public- or 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 as they apply to both 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 or mitigation process as well as the need for development of an organization-wide cyber security policy.</td>
</tr>
<tr>
<td>CMGT 442</td>
<td>INFORMATION SYSTEMS RISK MANAGEMENT</td>
<td>3</td>
<td>This course reinforces student's knowledge of 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 presented. Organizational policies, project management, and procurement considerations will also be analyzed and applied to development, implementation, and use of computer-based information systems.</td>
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<tr>
<td>CMGT 445</td>
<td>APPLICATION IMPLEMENTATION</td>
<td>3</td>
<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>
</tr>
<tr>
<td>CMGT 545</td>
<td>INFLUENCE AND LEADERSHIP IN TECH</td>
<td>3</td>
<td>This course discusses how to effectively communicate with organizational C-suite leaders and lead as a strategic partner, as IT continues to move from a department supporting or serving the business to leading change and innovation. Leadership skills includes managing project scope, cost, quality and stakeholders. Students learn the importance of soft skills such as influence, idea sharing and generating, managing conflict, and leading change.</td>
</tr>
<tr>
<td>CMGT 554</td>
<td>IT INFRASTRUCTURE</td>
<td>3</td>
<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>
</tr>
<tr>
<td>CMGT 555</td>
<td>SYSTEMS ANALYSIS AND DEVELOPMENT</td>
<td>3</td>
<td>This course provides a background in analysis and design techniques for business system and application development. This course covers Software Development Life Cycle (SDLC) with emphasis on waterfall and agile methodologies.</td>
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<tr>
<td>CMGT 556</td>
<td>ENTERPRISE MODELS</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, 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>CMGT 557</td>
<td>EMERGING TECHNOLOGIES &amp; ISSUES</td>
<td>3</td>
<td>The course examines emerging technology, the related issues and their potential impact on an organization. This examination provides an understanding of both the technical and managerial issues, including the strategic implications associated with emerging technologies.</td>
</tr>
<tr>
<td>CMGT 558</td>
<td>STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION</td>
<td>3</td>
<td>This course covers the subject of technological innovation management as a strategic process from assessing competitive dynamics, strategy formulation, to strategy implementation with an eye toward new product development. Students are given opportunities to use critical and design thinking to solution real-world challenges such as skill shortages, technical debt, and DevOps.</td>
</tr>
<tr>
<td>CMGT 559</td>
<td>MANAGING RISK AND SECURITY VS OPPORTUNITY</td>
<td>3</td>
<td>This course explores the role of security and risk management in the overall business strategy as it relates to the opportunities involved in implementing emerging technologies across industries. Topics include identifying risks and vulnerabilities, developing a plan or solutions to mitigate the risks, and integrating these solutions in the business.</td>
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<tr>
<td>CMGT 575</td>
<td>CIS PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course addresses the processes and skills needed for successful project management in the computer information systems and technology environment of business. Topics include project scoping, estimating, scheduling, budgeting, tracking, and controlling.</td>
</tr>
<tr>
<td>CMGT 578</td>
<td>CIS STRATEGIC PLANNING</td>
<td>3</td>
<td>This course provides the knowledge and skills to develop effective short, intermediate, and long-range strategic information systems plans. Course topics include the need for and contents of a corporate strategic plan; the relationship of information systems planning to overall organizational goals; assessment of the organization's current state; determination of information technology (IT), project, and management requirements; and the means of prioritizing and selecting systems projects.</td>
</tr>
<tr>
<td>CMGT 582</td>
<td>SECURITY &amp; ETHICS</td>
<td>3</td>
<td>The ethical issues examined in the course include information privacy, accessibility, and ownership from an organizational perspective. Information laws, regulations, and compliance requirements are 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>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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<tr>
<td>CMHC 551</td>
<td>HUMAN SEXUALITY AND SEX THERAPY</td>
<td>3</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>
</tr>
<tr>
<td>CNSL 500</td>
<td>ORIENTATION TO THE COUNSELING PROFESSION</td>
<td>0</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>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 and Behavioral Sciences.</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. The 3-day in person residency is the last requirement for formal admission into the counseling program and provides an opportunity for students to observe, practice, and demonstrate competency in fundamental counseling skills. Topics in this course include counselor self-efficacy; oral and written communication skills; and basic interviewing skills. In addition to fundamental skills, students are evaluated on professional dispositions and their readiness to matriculate in the program.</td>
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<td>Course Code</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; application of theory to practice; and sensitivity to diversity issues. Students will demonstrate intake, assessment, provisional diagnoses, and treatment planning abilities. The capstone of the residency is staffing a clinical case and role play. In addition to intermediate skills, students are evaluated on professional dispositions and their readiness to progress in the program.</td>
</tr>
<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. Students 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. This residency is also used to determine the student's readiness for work with diverse populations during clinical placement in practicum and internship courses. Specific topics include professional orientation, professional identity, personal growth, and self-care.</td>
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<tr>
<td>CNSL 556</td>
<td>PORTFOLIO II</td>
<td>0</td>
<td>Professional Counseling Assessment Portfolio II helps students integrate and evaluate their learning in the Master of Counseling program at midpoint. Like an assessment center, Portfolio II provides an integrative experience requiring the student to bring together all of what he or she has learned in previous courses in the program and to demonstrate how that learning has been applied both personally and professionally.</td>
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<tr>
<td>COM 295</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</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 effect of technology, such as social media, on business communication; and identify ethical, cross-cultural, and multinational issues in business communication.</td>
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<tr>
<td>COM 295T</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</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 340</td>
<td>MASS COMMUNICATION</td>
<td>3</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, and 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.</td>
</tr>
<tr>
<td>COM 516</td>
<td>PROFESSIONAL COMMUNICATIONS</td>
<td>1</td>
<td>This course provides learners in the College of Education programs with strategies for academic success within the University of Phoenix adult learning model. Learners will apply written and oral communication principles to their roles as educators, examine research methods for finding and evaluating resources, and develop effective skills in collaboration and critical thinking in preparation for their program and workplace.</td>
</tr>
<tr>
<td>COM 520</td>
<td>ORGANIZATIONAL COMMUNICATION FOR ADULT EDUCATION &amp; TRAINING</td>
<td>3</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 technology tools for collaborative learning.</td>
</tr>
<tr>
<td>COM 537</td>
<td>ORGANIZATIONAL COMMUNICATIONS</td>
<td>3</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>
</tr>
<tr>
<td>COM 539</td>
<td>COMMUNICATIONS: SELLING AND CUSTOMER ENGAGEMENT</td>
<td>3</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>
</tr>
<tr>
<td>COM 600</td>
<td>COMMUNICATION SKILLS FOR GRADUATE STUDY</td>
<td>3</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>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>
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<tr>
<td>COM PA523</td>
<td>COMMUNICATIONS FOR PUBLIC ADMINISTRATORS</td>
<td>3</td>
<td>This course prepares students to communicate with multiple stakeholders, elected officials and the public in the political environment. 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>COMM 110</td>
<td>INTRODUCTION TO ORAL COMMUNICATION</td>
<td>3</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>
</tr>
<tr>
<td>COMM 315</td>
<td>DIVERSITY ISSUES IN COMMUNICATION</td>
<td>3</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>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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<tr>
<td>COMPROGLAB</td>
<td>COMPUTER PROGRAMMING LAB</td>
<td>0</td>
<td>This is a workshop for the new BSIT program Computer Programming Labs.</td>
</tr>
<tr>
<td>CPMGT 300</td>
<td>PROJECT MANAGEMENT</td>
<td>3</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>
</tr>
<tr>
<td>CPMGT 301</td>
<td>STRATEGIC PORTFOLIO AND PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course introduces students to the planning phase of project management. Students will discover the connection between strategic portfolio management and project management. Other topics include project-based versus non-project-based organizations, activity planning and sequencing, human resource planning, communications planning, and project management planning.</td>
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<tr>
<td>CPMGT 302</td>
<td>PROCUREMENT AND RISK MANAGEMENT</td>
<td>3</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>
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<tr>
<td>CPMGT 303</td>
<td>PROJECT ESTIMATING AND CONTROL TECHNIQUES</td>
<td>3</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>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>
</tr>
<tr>
<td>CPMGT 305</td>
<td>PROJECT MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>This course is the capstone of the Professional Certificate in Project Management. Students will demonstrate project management knowledge learned throughout the Project Management Certificate. Students will develop and deliver a project plan and presentation of that plan to the executive board in a role-play environment. Universal project management concepts and processes studied in the prior five courses will be integrated and applied to the class project.</td>
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<tr>
<td>CPMGT 310</td>
<td>PROJECT MANAGEMENT METHODOLOGIES</td>
<td>3</td>
<td>This course examines the various project management methodologies used to successfully manage projects within an organization. Students will discover effective and efficient practices of applied project management techniques to include waterfall, PRINCE2®, agile, six sigma, and Kanban methods. Students will also examine the influence of project type on the methodology used to effectively manage the project.</td>
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<tr>
<td>CPMGT 311</td>
<td>AGILE PROJECT MANAGEMENT WITH SCRUM METHODOLOGY</td>
<td>3</td>
<td>This course provides students with an understanding of agile management as it relates to the agile project manager utilizing scrum methodology. Students will apply the scrum development framework to deliver rapidly improved outcomes within an organization. Scrum practices will be discussed in detail, including self-organizing teams, Scrum roles, sprint planning, tracking, and tools for defining and measuring progress.</td>
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<tr>
<td>CPMGT 312</td>
<td>PROGRAM MANAGEMENT</td>
<td>3</td>
<td>This course provides students with an overview of program management techniques to effectively manage the complexity of a collection of projects. Students will develop the skills to logically dissect a complex deliverable into individual parts, apply best practices to develop logical plans for program components, and understand how to manage dependencies and organize program staff into a high-performing program team.</td>
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<tr>
<td>CPSS 210</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>This course is an introductory overview that provides students with the opportunity to gain an understanding of the criminal justice system in the United States. The course surveys the foundations of the criminal justice system including individual and organizational roles and the issues encountered on a daily basis.</td>
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<tr>
<td>CPSS 215</td>
<td>SURVEY OF CORRECTIONS IN THE UNITED STATES</td>
<td>3</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 and support convicted offenders. Other topics include policies and procedures, sentencing, community supervision, and rehabilitation of offenders.</td>
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<tr>
<td>CPSS 225</td>
<td>SURVEY OF CORRECTIONAL PROGRAM CAREER OPPORTUNITIES</td>
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<tr>
<td>CPSS 235</td>
<td>WORKING WITH THE JUVENILE JUSTICE SYSTEM</td>
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<tr>
<td>CPSS 240</td>
<td>FOUNDATIONS OF CRIMINAL BEHAVIOR</td>
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<tr>
<td>CPSS 300</td>
<td>WORKING WITH THE CORRECTIONAL POPULATION</td>
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</table>

This course introduces students to the areas in which correctional programs are offered. Students explore the various career opportunities in this diverse field.

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.

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.

This course provides an overview of correctional populations and addresses the ethical, legal, and security aspects of the profession, including inmate manipulation.
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CPSS 315</td>
<td>SOCIAL PSYCHOLOGY</td>
<td>3</td>
<td>This course provides a unified 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. Human thoughts, feelings, and actions as influenced by other people are explored.</td>
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<tr>
<td>CPSS 330</td>
<td>ESSENTIALS OF COMMUNICATION IN CORRECTIONS</td>
<td>3</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>
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<tr>
<td>CPSS 370</td>
<td>INTAKE, ASSESSMENT, AND CLASSIFICATION</td>
<td>3</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>
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<tr>
<td>CPSS 385</td>
<td>CASE PLANNING AND CASE MANAGEMENT</td>
<td>3</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>
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<tr>
<td>CPSS 395</td>
<td>PROGRAM FACILITATION SKILLS</td>
<td>3</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>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>
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<tr>
<td>CPSS 405</td>
<td>WORKING WITH SEX OFFENDERS</td>
<td>3</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>
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<tr>
<td>CPSS 410</td>
<td>OVERVIEW OF MENTAL HEALTH IN CRIMINAL JUSTICE</td>
<td>3</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>
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<tr>
<td>CPSS 411</td>
<td>MENTAL HEALTH ISSUES IN THE FORENSIC SETTING</td>
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<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>
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<td>CPSS 412</td>
<td>ORGANIC- AND PHYSIOLOGICALLY-BASED DISORDERS</td>
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<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>CPSS 413</td>
<td>CHARACTER- AND PERSONALITY-BASED DISORDERS</td>
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<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>
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<tr>
<td>CPSS 415</td>
<td>WORKING WITH JUVENILE OFFENDERS</td>
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<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>
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<tr>
<td>CPSS 416</td>
<td>OVERVIEW OF ADOLESCENT DEVELOPMENT</td>
<td>3</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>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>
</tr>
<tr>
<td>CPSS 418</td>
<td>PREVENTION AND TREATMENT INTERVENTIONS</td>
<td>3</td>
<td>This course will introduce students to basic prevention and treatment models. Students will survey a variety of interventions and strategies for addressing delinquent behavior.</td>
</tr>
<tr>
<td>CPSS 420</td>
<td>ISSUES OF SUBSTANCE ABUSE AND ADDICTION</td>
<td>3</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>
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<tr>
<td>CPSS 421</td>
<td>ETIOLOGY AND PHYSIOLOGY OF ADDICTIONS DISORDERS</td>
<td>3</td>
<td>This course examines the development of addiction disorders and the factors that influence substance abuse. Students will explore the prevalence of co-occurring disorders and addictions in vulnerable populations.</td>
</tr>
<tr>
<td>CPSS 422</td>
<td>ALCOHOL- AND DRUG-RELATED ADDICTIONS DISORDERS</td>
<td>3</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>
</tr>
<tr>
<td>CPSS 423</td>
<td>PREVENTION, SELF-HELP, AND TREATMENT MODELS</td>
<td>3</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>
</tr>
<tr>
<td>CPSS 430</td>
<td>MAINTAINING BOUNDARIES AND SELF-CARE</td>
<td>3</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>
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<tr>
<td>CSC 390</td>
<td>CULTURE AND COMMUNICATION</td>
<td>3</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>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>
</tr>
<tr>
<td>CSC 392</td>
<td>ETHNIC AND CULTURAL DIVERSITY</td>
<td>3</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 477</td>
<td>RACE AND CLASS IN THE MEDIA</td>
<td>3</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>This course focuses on the role of software architecture in modern business system development. Topics covered in this course include the understanding of software architecture as a set of design decisions to meet functional requirements and quality attributes, design patterns, modeling tools and techniques, and software architecture in some new technology trends.</td>
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<tr>
<td>CSS 562</td>
<td>PROGRAMMING CONCEPTS</td>
<td>3</td>
<td>This course introduces object-oriented programming (OOP) in the context of business applications development. This course blends the need to understand the discipline of developing a modern, Graphical User Interface (GUI) based object-oriented program using the Java™ programming language, and the issues and topics with leading and managing programming projects in a team setting.</td>
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<tr>
<td>CTEC 510</td>
<td>Overview of Career and Technical Education</td>
<td>3</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 analyze current trends and meet challenges within the field. Using effective instructional methods in the CTE classroom, identifying resources for CTE programs and educators, overseeing student organizations, mobilizing stakeholders, and promoting CTE are also emphasized.</td>
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<tr>
<td>CTEC 511</td>
<td>Career and Technical Education Curriculum and Instruction</td>
<td>3</td>
<td>This course emphasizes methods of teaching career and technical education (CTE), including interdisciplinary cross-curricular instruction and the integration of Common Core State Standards (CCSS) into the CTE curriculum. 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>
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<td>CTEL 501</td>
<td>LANGUAGE AND LANGUAGE DEVELOPMENT</td>
<td>4</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</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 English Language Development (ELD) and Specifically Designed Academic Instruction in English (SDAIE), as well 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</td>
<td>This course addresses culture and inclusion. Participants examine cultural concepts and perspectives, cultural diversity, cross-cultural interaction, and culturally-inclusive instruction. Cultural awareness and effective collaboration among teachers, English learners, their families, paraprofessionals, and the community to improve literacy development and learning is also explored.</td>
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<tr>
<td>CUR 505</td>
<td>SOCIAL AND GLOBAL PERSPECTIVES OF TEACHER LEADERSHIP</td>
<td>3</td>
<td>Students in this course have the opportunity to analyze the field of education from a social and global perspective. Students 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>
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<tr>
<td>CUR 506</td>
<td>THEORIES AND BEST PRACTICES OF CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>This course focuses on applying curricular theory to best practices in the 21st century classroom. Learners explore current research in curriculum and instruction. In addition, learners 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>
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<tr>
<td>CUR 515</td>
<td>CRITICAL THINKING AND INNOVATIVE SKILLS</td>
<td>3</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>
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<tr>
<td>CUR 516</td>
<td>CURRICULUM THEORY AND INSTRUCTIONAL DESIGN</td>
<td>4</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>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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<td>CUR 520</td>
<td>ADVOCATING FOR LEARNING</td>
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<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>
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<td>This course examines 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. Students will explore ethical, 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>
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<td>CUR 528</td>
<td>ASSESSMENT OF LEARNING</td>
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<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 analyzing assessments to improve instruction and learning. Additionally, learners explore purposes and methods of evaluation for courses, programs, and training.</td>
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<td>CUR 530</td>
<td>ASSESSMENT AND EVALUATION MODELS</td>
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<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>
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<td>CUR 532</td>
<td>FACILITATING ONLINE LEARNING</td>
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<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>
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<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 select instructional practices that lead to gains in student achievement that promote lifelong learning.</td>
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<td>CUR 540</td>
<td>METHODS OF COACHING IN THE INSTRUCTIONAL SETTING</td>
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<td>This course provides an examination of how systemic processes, experiential learning, and coaching strategies positively affect teaching and learning outcomes. This course will 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. Candidates 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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<td>CUR 545</td>
<td>USING TECHNOLOGY FOR TEACHING AND LEARNING</td>
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<td>Students 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. Students 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, students will determine how they will advocate and be change agents for technology integration within their districts, schools, classrooms, and the community.</td>
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<td>CUR 550</td>
<td>ENGAGING IN COMMUNITIES OF PRACTICE</td>
<td>3</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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<tr>
<td>CUR 555</td>
<td>PROFESSIONAL LEARNING FOR CONTINUOUS IMPROVEMENT</td>
<td>3</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>
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<tr>
<td>CUR 711</td>
<td>DEVELOPMENTAL AND LEARNING THEORIES</td>
<td>3</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>
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<td>CUR 712</td>
<td>CURRICULUM THEORY</td>
<td>3</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>
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<td>CUR 713</td>
<td>CURRICULUM, DEVELOPMENTAL, AND LEARNING THEORIES</td>
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<td>This course provides an overview of foundational</td>
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<td>and contemporary learning theories and the</td>
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<td>principles of brain-based learning and cognitive</td>
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<td>information processing. Students will examine</td>
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<td>how learning theory contributes to the</td>
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<td>intellectual development of learners and the</td>
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<td>impact it has on the educational process and</td>
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<td>curriculum design. With these concepts as a</td>
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<td>foundation, students will analyze curriculum</td>
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<td>processes and procedures, investigate implications</td>
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<td>of the theories for educational programming, and</td>
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<td>interpret the interaction of these theories with</td>
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<td>CUR 721</td>
<td>CURRICULUM DESIGN</td>
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<td>In this course, students focus on the creation of</td>
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<td>systemic models of curriculum design and</td>
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<td>delivery, including consideration of schedule,</td>
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<td>structure, stakeholder involvement, and end</td>
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<td>products. Students will also analyze the implicit</td>
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<td>hidden, cultural, and institutional aspects of</td>
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<td>existing curricular models to inform their own</td>
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<td>development approach.</td>
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<td>CUR 722</td>
<td>INSTRUCTIONAL MODELS</td>
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<td>This course analyzes the models and process of</td>
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<td>instruction. Effective instructional models are</td>
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<td>explored as they relate to teaching strategies</td>
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<td>and learner outcomes. Instructional models for</td>
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<td>diverse populations, improvement of instructional</td>
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<td>programs, and staff development are of special</td>
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<td>CUR 723</td>
<td>ASSESSMENT OF STUDENT LEARNING</td>
<td>3</td>
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<td>This course explores student assessment methods</td>
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<td>utilized in learning organizations. The merits</td>
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<td>and faults of these methods are debated. Among</td>
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<td>the key topics are outcomes-based assessment -</td>
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<td>such as standardized achievement and criterion</td>
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<td>assessment, as well as the influence of leadership</td>
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<td>styles on these outcomes.</td>
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<tr>
<td>CUR 731</td>
<td>Supervision of Curriculum and Instruction</td>
<td>3</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>
</tr>
<tr>
<td>CUR 732</td>
<td>Program Evaluation</td>
<td>3</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>CYB 100</td>
<td>Cyber Domain</td>
<td>3</td>
<td>This course defines the Cyber Domain that encompasses Cybersecurity as the discipline of securing computer information and communications systems, networks, infrastructures and assets, and protecting them against damage, unauthorized use, modification or exploitation. The Cyber Domain must be managed ethically, politically and physically in a similar collaborative fashion to the space, maritime and physical domains of states and nations globally.</td>
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<tr>
<td>CYB 110</td>
<td>Foundations of Security</td>
<td>3</td>
<td>This course provides comprehensive Cybersecurity awareness and a fundamental understanding of various computer and network security threats such as: Identity Theft, Fraud, Online Scams, Virus and Backdoors, Hacking, Social Engineering Attacks and more.</td>
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<td>CYB 120</td>
<td>Computer Network Defense Part 1</td>
<td>3</td>
<td>This course provides network training on Computer Network Defense fundamentals; security threats, vulnerabilities, and attacks; controls, protocols and devices; and security policy design and implementation.</td>
</tr>
<tr>
<td>CYB 130</td>
<td>Object-Oriented Scripting Language</td>
<td>3</td>
<td>This course teaches the basics of an object-oriented scripting language capable of developing web apps, scripts, cross-platform apps, games and pen-testing exercises.</td>
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<tr>
<td>CYB 130T</td>
<td>OBJECT-ORIENTED SCRIPTING LANGUAGE</td>
<td>3</td>
<td>This course teaches the basics of an object-oriented scripting language capable of developing web apps, scripts, cross-platform apps, games and pen-testing exercises.</td>
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<tr>
<td>CYB 135</td>
<td>OBJECT-ORIENTED SECURITY SCRIPTING</td>
<td>3</td>
<td>Students reinforce foundational skills and learn new topics such as modules, files, inheritance, recursion, plotting, and searching and sorting algorithms. Students apply programming skills and knowledge to basic forensic investigation, port scanning, and network analysis, needed in cybersecurity.</td>
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<tr>
<td>CYB 140</td>
<td>Computer Network Defense Part 2</td>
<td>3</td>
<td>This course provides network training on Computer Network Defense. Introduced topics include physical and host security; firewall configuration and management; Intrusion Detection Systems (IDS) and Virtual Private Network (VPN) configuration and management.</td>
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<tr>
<td>CYB 150</td>
<td>Computer Network Defense Part 3</td>
<td>3</td>
<td>This course provides network training on Computer Network Defense. Introduced topics include wireless defense; traffic monitoring and analysis; network risk and vulnerability management; data backup and recovery; and incident response and management.</td>
</tr>
<tr>
<td>CYB 160</td>
<td>Governance and Privacy</td>
<td>3</td>
<td>This course is an historical overview of the continually evolving development of global internet governance and policy that was intended to be open, inclusive, collaborative and transparent rather than being mandated by governmental or intergovernmental agreement. User privacy and the confidentiality of data are additional topics that impact governance and are covered in this course.</td>
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<tr>
<td>CYB 205</td>
<td>Infrastructure Administration</td>
<td>3</td>
<td>This course analyzes and compares security administration for traditional physical infrastructures with that of evolving cloud infrastructures.</td>
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<td>CYB 207</td>
<td>Risk Frameworks</td>
<td>3</td>
<td>This course focuses on security risk assessment. Risk Frameworks reviewed include National institute of Standards and Technology (NIST), International Organization for Standardization (ISO), and developing models.</td>
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<tr>
<td>CYB 209</td>
<td>Compliance Management, Certification and Accreditation</td>
<td>3</td>
<td>Risk frameworks, as they apply to critical infrastructures, are evaluated in this course. An example security and compliance plan is reviewed and serves as a model for course assignments. Templates for writing security policies and developing a security and compliance plan are employed in a course project.</td>
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<tr>
<td>CYB 211</td>
<td>Applied Security Part 1</td>
<td>3</td>
<td>This course provides reinforced learning on cybersecurity topics and builds from prior network defense courses. Reviewed topics include networking topologies; physical and network security; data protection; tools used to scan, protect, and test networks; network policies and procedures; and mitigation of network and operating system vulnerabilities.</td>
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<tr>
<td>CYB 213</td>
<td>Applied Security Part 2</td>
<td>3</td>
<td>This course provides reinforced training on cybersecurity topics. Reviewed topics include network monitoring; intrusion detection systems; remote security; VPN management; firewall management; network incident response; data backup and recovery.</td>
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<td>CYB 215</td>
<td>Project Cyber Operations</td>
<td>3</td>
<td>This project on Cyber Operations combines and demonstrates the acquired knowledge and skills from preceding policy, operations, compliance and security accreditation courses.</td>
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<tr>
<td>CYB 225</td>
<td>Linux Fundamentals</td>
<td>3</td>
<td>This is an introductory course on Linux that provides sufficient command of the subject to meet the initial needs of penetration testing.</td>
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<tr>
<td>CYB 227</td>
<td>Sniffing and Network Analysis</td>
<td>3</td>
<td>This course develops essential skills for network analysis by sniffing packets using a network protocol analyzer.</td>
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<tr>
<td>CYB 229</td>
<td>Ethical Hacking Part 1</td>
<td>3</td>
<td>This course provides training on penetration testing. Introduced topics include Introduction to Ethical Hacking, Footprinting and Reconnaissance, Scanning Networks, Enumeration, System Hacking, and Malware Threats.</td>
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<tr>
<td>CYB 231</td>
<td>Ethical Hacking Part 2</td>
<td>3</td>
<td>This course provides training on penetration testing. Introduced topics include sniffing, social engineering, denial-of-service, session hijacking, hacking web servers, evading IDS, firewalls, and honeypots.</td>
</tr>
<tr>
<td>CYB 233</td>
<td>Ethical Hacking Part 3</td>
<td>3</td>
<td>This course provides training on penetration testing. Introduced topics include SQL injection attacks, hacking web applications, wireless networks, mobile platforms, operational technology, the Internet of things, and cloud platforms, and cryptography basics.</td>
</tr>
<tr>
<td>CYB 235</td>
<td>Project Ethical Hacking</td>
<td>3</td>
<td>This project on Applied Ethical Hacking combines and demonstrates the acquired knowledge and skills from sniffing and penetration testing courses.</td>
</tr>
<tr>
<td>CYB 320</td>
<td>Global Cyber Ethics</td>
<td>3</td>
<td>Classical ethical models are reviewed in this course and identified in an analysis of usage and product practices on the global Internet from an international perspective. A comparison of evolving codes of ethics in culturally diverse nations is developed in order to better prepare a globally-sensitive security professional.</td>
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<tr>
<td>CYB 340</td>
<td>Web and Cloud Computing and Security</td>
<td>3</td>
<td>This course focuses on becoming familiar with and securing web applications and cloud computing. The student is given hands-on training on implementing web and data base servers and experiencing first-hand the power of cloud deployment.</td>
</tr>
<tr>
<td>CYB 350</td>
<td>Security Team Participation</td>
<td>3</td>
<td>This course provides hands-on, real life experience for the student to participate as a contributing member of an enterprise security team. The various roles of security team members are studied, observed and experienced daily in a functioning computer infrastructure.</td>
</tr>
<tr>
<td>CYB 360</td>
<td>Wireless Security</td>
<td>3</td>
<td>This course prepares the student to plan, install, configure and maintain a secure wireless infrastructure. Topics covered include basic radio frequency (RF) technologies, regulations and standards, protocols and devices, network implementation, network security, RF site surveying, antenna concepts, wireless network architecture, wireless local area network (LAN) hardware and software, along with network design, installation and management.</td>
</tr>
<tr>
<td>CYB 405</td>
<td>Information Systems Governance</td>
<td>3</td>
<td>This course focuses on the application of information security management principles from an executive management point of view. This course will cover Information Security Management Program, the IS Governance Program, Regulatory and Legal Compliance, and Risk Management.</td>
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<tr>
<td>CYB 407</td>
<td>Information Systems Risk Controls and Auditing Management</td>
<td>3</td>
<td>This course focuses on information security management principles. It will cover Designing, Deploying and Managing Security Controls, Security Control Types and Objects, Implementing Control and Assurance Frameworks, and Audit Management.</td>
</tr>
<tr>
<td>CYB 409</td>
<td>Information Systems Leadership, Projects and Operations</td>
<td>3</td>
<td>This course focuses on the application of information security management principles to Security Projects from a Chief Information Security Officer (CISO) point of view.</td>
</tr>
<tr>
<td>CYB 411</td>
<td>Information Systems Core Competencies</td>
<td>3</td>
<td>This course focuses on the application of information security management principles and provides training on penetration testing methodologies including Security Analysis, TCP/IP Packet Analysis, Pre-penetration Testing Steps, Information Gathering and Vulnerability Analysis.</td>
</tr>
<tr>
<td>CYB 413</td>
<td>Strategic Planning and Finance</td>
<td>3</td>
<td>This course concentrates on the application of information security management principles, and covers Security Strategic and Financial Planning.</td>
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<tr>
<td>CYB 415</td>
<td>Project Cybersecurity Policy and Governance</td>
<td>3</td>
<td>This project is designed to enhance the skills based competencies of the Chief Information Security Officer’s role in today’s environment. Students must conduct detailed analysis of case industry studies and perform practical application exercises involving executive level decisions that are highly critical to overall success.</td>
</tr>
<tr>
<td>CYB 425</td>
<td>Security Analyst Procedures and Methodology</td>
<td>3</td>
<td>This course provides training on penetration testing methodologies including Security Analysis, TCP IP Packet Analysis, Pre-penetration Testing Steps, Information Gathering, and Vulnerability Analysis.</td>
</tr>
<tr>
<td>CYB 427</td>
<td>Security Analyst Network Threat Testing</td>
<td>3</td>
<td>This course provides training on using penetration testing methodologies on both internal and external networks comprised of Firewalls, Intrusion Detection Systems, and Web and SQL Database Applications.</td>
</tr>
<tr>
<td>CYB 429</td>
<td>SECURITY ANALYST: DATABASE, WEB APPS AND PERIMETER DEVICES</td>
<td>3</td>
<td>This course provides training on using penetration testing methodologies on Database, web applications and perimeter devices. Students will also learn to analyze post-test results as well.</td>
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<tr>
<td>CYB 431</td>
<td>SECURITY TESTING AND ANALYSIS</td>
<td>3</td>
<td>This course provides instruction on using penetration testing methodologies associated with wireless, IoT, and Cloud technologies. Students learn Standards and Compliance, Information Systems Security Principles, Incident Handling and Response, and Auditing as well as how to analyze post-test results.</td>
</tr>
<tr>
<td>CYB 433</td>
<td>Project Pen Testing Plan</td>
<td>3</td>
<td>This penetration testing planning project is designed to enhance the skills based competency of a penetration tester. Students must conduct a detailed penetration test through a Cyber range environment and submit a formal written report.</td>
</tr>
<tr>
<td>CYB 435</td>
<td>Project Pen Testing Execution and Report</td>
<td>3</td>
<td>This penetration testing execution project is designed to enhance the skills based competency of a penetration tester. This course is intensively hands-on and significant emphasis is placed on the practical competency of the student.</td>
</tr>
<tr>
<td>CYB 445</td>
<td>Risk Assessment</td>
<td>3</td>
<td>This course will focus on proficiency in analyzing security risk and insider threats. Students will also learn how to assess various security incidents such as network security incidents, malicious code incidents, and insider attack threats.</td>
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<tr>
<td>CYB 447</td>
<td>Insider Threat and Reporting</td>
<td>3</td>
<td>This course will focus on proficiency in handling and responding to various security incidents such as network security incidents, malicious code incidents, and insider attack threats. In addition, students will learn about computer forensics and its role in handling and responding to incidents with proper reporting in reference to security policies and law.</td>
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<tr>
<td>CYB 449</td>
<td>Computer Forensics Investigative Process</td>
<td>3</td>
<td>This course focuses on a detailed approach to computer forensics and evidence analysis. In this course students will cover major forensic investigation scenarios that enable students to acquire necessary hands-on experience on forensic investigation techniques including Searching and Seizing Computers, Digital Forensics, First Responder Procedures, and Understanding Hard Disks and File Systems.</td>
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<tr>
<td>CYB 451</td>
<td>Computer Forensics Lab</td>
<td>3</td>
<td>This course focuses on a detailed approach to computer forensics and evidence analysis. In this course students will cover major forensic investigation scenarios that enable students to acquire necessary hands-on experience on various forensic investigation techniques including Windows Forensics, Data Application and Duplication, Recovering Deleted Files and Deleted Partitions, and Investigation using forensic toolkits.</td>
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<tr>
<td>CYB 453</td>
<td>Network, Wireless, Web, Email and Mobile Forensics</td>
<td>3</td>
<td>This course focuses on a detailed approach to computer forensics and evidence analysis. In this course students will cover forensic investigation scenarios that enable students to acquire necessary hands-on experience using forensic investigation such as Steganography and Image File Forensics, Application Password Crackers, Log Capturing and Event Correlation, Investigating Logs and Network Traffic, Investigating Wireless and Web Attacks, Tracking Emails, Mobile Forensics and Investigative Reports.</td>
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<tr>
<td>CYB 455</td>
<td>Project Digital Forensics</td>
<td>3</td>
<td>This project on Applied Digital Forensics combines and demonstrates the acquired knowledge and skills from preceding specified courses.</td>
</tr>
<tr>
<td>CYB 490</td>
<td>Capstone Bachelor Design</td>
<td>3</td>
<td>The Capstone project combines and demonstrates the acquired knowledge and skills from Computer Network Defense, other Core Courses, and selected Elective courses. This course comprises the project design phase of the Capstone.</td>
</tr>
<tr>
<td>CYB 492</td>
<td>Capstone Bachelor Implementation</td>
<td>3</td>
<td>This project is the implementation phase of the Capstone project that combines and demonstrates the acquired knowledge and skills from Computer Network Defense, other Core Courses, and selected Elective courses.</td>
</tr>
<tr>
<td>CYB 500</td>
<td>ADVANCED CYBERSECURITY CONCEPTS</td>
<td>3</td>
<td>This course delivers core concepts in cybersecurity related to protecting an organization. Students learn topics in threat intelligence and detection, techniques for identifying vulnerabilities within an organization’s infrastructure, network and data analysis, incident response and the prevention of future attacks.</td>
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<tr>
<td>CYB 505</td>
<td>SECURE SOFTWARE DEVELOPMENT</td>
<td>3</td>
<td>This course covers topics in secure software design, the Software Development Life Cycle (SDLC). Students learn how to follow secure coding practices and analyze code for security risks before testing and validating the security of their design. Students also learn concepts in deployment, operations and maintenance of secure software.</td>
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<tr>
<td>CYB 510</td>
<td>CLOUD SECURITY</td>
<td>3</td>
<td>This course provides students with an overview of the concepts related to securing a cloud environment. Students learn the design principles and requirements involved in securing a cloud or hybrid enterprise while adhering to policies, frameworks and regulations necessary to maintain resilient structures. Other topics include risk management, risk assessment, software security, and business continuity planning.</td>
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<tr>
<td>CYB 515</td>
<td>NETWORK SECURITY</td>
<td>3</td>
<td>This course provides instruction in advanced topics in network security. Students learn how to protect a network from vulnerabilities including designing a network with security in mind, selecting the proper technologies, implementing security policies and touches on the human factors associated with network security. Additional topics include physical security, disaster recovery and digital forensics.</td>
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<tr>
<td>CYB 520</td>
<td>CYBER ETHICS</td>
<td>3</td>
<td>This course covers a range of moral, social and ethical considerations in the realm of cyberspace. Students learn concepts in privacy, governance, censorship, and intellectual property by exploring the impact of technology on morals and ethics from a societal approach.</td>
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<td>CYB 525</td>
<td>LEADERSHIP IN CYBERSECURITY</td>
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<td>This course will include several areas of leadership in cybersecurity that include a building and maintaining a cybersecurity technology stack, building and maintaining a layered defense strategy and the expenses associated. Students will learn how to present to the board of directors as an everyday function as a cybersecurity leader that comprises of an understanding of how to create a report, communicate effectively and how that will impact the budget and overall strategy.</td>
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<td>CYB 530</td>
<td>CYBERSECURITY PRACTITIONER</td>
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<td>This course introduces concepts in security operations such as security principles, network security, cloud security and incident response. Students will learn about Security Operations Center (SOC) operations and procedures and how these relate to an incident response plan.</td>
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<td>CYB 535</td>
<td>SECURE PROGRAMMING</td>
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<td>The course includes advanced concepts in programming for students who already have a background in one or more programming languages. Students will work on real-world scenarios in networking, database programming and security to support the cybersecurity infrastructure within an organization.</td>
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<td>CYB 540</td>
<td>CRYPTOGRAPHY</td>
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<td>This course covers principles and practices in cryptography exploring more in-depth concepts in network security and secure communication. Students will work in a variety of algorithms and how concepts like public key infrastructure, hash functions and encryption methods help to secure an organization.</td>
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<td>CYB 545</td>
<td>THREAT INTELLIGENCE</td>
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<td>This course provides students with a holistic view of threat intelligence, including not only the types of attacks but methods to determine motivation and goals behind a variety of attacks, data collection and analysis, and how to plan a threat intelligence program. Students learn the entire threat analysis process and how to create effective threat intelligence reports.</td>
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<td>CYB 550</td>
<td>TECHNICAL ENTERPRISE SECURITY</td>
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<td>This course will cover how to determine the best security measures based on different types of organizations. Students will learn how to meet the security requirements of an organization including network design, storage, applications and security controls as well as other technologies to build or maintain a resilient enterprise architecture.</td>
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<td>CYB 555</td>
<td>ENTERPRISE SECURITY OPERATIONS</td>
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<td>This course will teach students the appropriate methods and how to select the best tools for conducting a security assessment. Students will learn concepts in implementing incident response plans and recovery procedures and revisit how risk management is impacted by business and industry influences.</td>
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<td>CYB 560</td>
<td>MSCYB CAPSTONE</td>
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<td>Students will use the tools and techniques gained through the sum of their experience and previous coursework to participate in a variety of cyber range activities and team-based activities.</td>
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<td>DAT 105</td>
<td>Introduction to Database Concepts/Roles</td>
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<td>This foundational course provides a historical perspective of database systems and the core concepts needed for any role in database careers.</td>
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<td>DAT 205</td>
<td>Communicating across the IT Organization</td>
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<td>With a focus on IT’s responsibilities to work with an entire organization this course focuses on the presentation, negotiation, and communications skills needed to work with all levels of employees.</td>
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<td>DAT 210</td>
<td>Data Programming Languages</td>
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<td>This course covers today’s most popular data programming languages. Students will be introduced at a high level to the programming languages as they relate to database design, development and management.</td>
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<td>DAT 305</td>
<td>Data Structures for Problem Solving</td>
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<td>This course covers data structures, recursion, analysis, sorting and searching (sequential and binary), tree and tree algorithms, graphs and graph algorithms, as related to organizational problem solving across industries.</td>
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<tr>
<td>DAT 380</td>
<td>Advanced Database Architecture</td>
<td>3</td>
<td>This course covers DDBMS architectures, data structures, schemas and standards in addition to centralized and client server systems, server system architectures, parallel systems, distributed systems.</td>
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<tr>
<td>DAT 390</td>
<td>Database Integration with Other Systems</td>
<td>3</td>
<td>This course addresses the main standards for data integration, movement or replication and federation. Students will investigate transparency and emulation, cleaning, archiving and information preservation across systems.</td>
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<tr>
<td>DAT 565</td>
<td>DATA ANALYSIS AND BUSINESS ANALYTICS</td>
<td>3</td>
<td>This course will introduce students to data discovery, data analytics, and data visualization with contemporary business tools. Students will learn to differentiate data analytics from statistical analysis and use the power of informatics in shaping decision-making in the modern business context. The course will address analytics as a tool for business process-improvement and present data acquisition and formatting, metric creation, data discovery, and data visualization with real-world examples and exercises for students to work through in class.</td>
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<tr>
<td>DATC 565</td>
<td>DATA ANALYSIS AND BUSINESS ANALYTICS</td>
<td>3</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. Competency 22: The student will employ statistical methods used in data mining and descriptive and predictive analytics to support actionable business decisions. Competency 23: The student will examine statistical patterns and trends to highlight organizational performance and support organizational strategic planning. Competency 24: The student will analyze business research to drive organizational decision making.</td>
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<td>DBM 280</td>
<td>FUNDAMENTALS OF ACCESS DATABASE</td>
<td>3</td>
<td>This course will cover the use 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>
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<tr>
<td>DBM 294</td>
<td>QUERYING A SQL SERVER</td>
<td>3</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.</td>
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<tr>
<td>DBM 296</td>
<td>ADMINISTERING A SQL SERVER</td>
<td>3</td>
<td>This course provides an introduction to the installation, configuration, support, availability, and recovery of databases. The considerations for database administration when addressing the requirements for user access, security, backup, and recovery will be covered. 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>This course will cover the design and implementation of a data warehouse. Emphasis will be placed on extraction and transformation of data, design of the data control flow, load options SQL Server Integration Services (SSIS) script options, and the establishment, implementation, and maintenance of data quality solutions.</td>
</tr>
<tr>
<td>DBM 380</td>
<td>DATABASE CONCEPTS</td>
<td>3</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>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 384</td>
<td>SPECIAL PURPOSE DATABASES</td>
<td>3</td>
<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>
</tr>
<tr>
<td>DBM 460</td>
<td>ENTERPRISE DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
<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>
<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>
</tr>
<tr>
<td>DHA 700</td>
<td>INTRODUCTION TO HEALTH ADMINISTRATION IN DOCTORAL STUDY</td>
<td>3</td>
<td>The course provides an introduction to health administration for doctoral students entering the Doctor of Health Administration program who do not have prior academic experience in this area.</td>
</tr>
<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.</td>
</tr>
<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.</td>
</tr>
</tbody>
</table>
DHA 715  RISK MANAGEMENT IN COMPLEX HEALTH ORGANIZATIONS  3  The U.S. health care system is both complex and fragmented. It is critical that scholar-practitioner-leaders have a thorough understanding of risk management, as well as how to manage litigation and how to facilitate contractual relationships. Successful leaders will also need to possess a wide range of skills, including a working knowledge of resource, asset, and human resource management. A well-rounded leader will be required to understand concepts from claims administration and information technology to analyze how integrated resource management promotes operational efficiency, ethical leadership, and employee retention.

DHA 721  HEALTH CARE ECONOMICS  3  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.

DHA 722  POLICY AND REGULATION IN HEALTH CARE  3  The scholar-practitioner-leader will focus on the role of health policy and regulations in the administration of health care systems. Students critically assess the complex dynamics of politics, ethics, and policy in the development of health legislation and regulations. The process of developing policy, rules and regulations at federal, state, and local levels is examined. Evidence-based approaches are applied to evaluate the effectiveness of implemented policy with emphasis on access, cost, quality and outcome measures. Major health legislation enacted during the 20th and 21st centuries and their impacts on health care at societal, system, and organization levels are reviewed.

DHA 723  EXECUTIVE INFORMATION SYSTEMS  3  In this course, students examine clinical and administrative healthcare systems employed by executive leaders and the legislative practices that affect those systems. Specific emphasis is placed on critical systems used to facilitate decision-making, strategic planning, and financial reimbursement. Additionally, students discourse the origins, storage, and use of clinical data in the context of data warehouses, clinical repositories, electronic healthcare records, and big data.
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>DHA 724</td>
<td>GLOBALIZATION OF HEALTH CARE</td>
<td>3</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.</td>
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<tr>
<td>DHA 731</td>
<td>POPULATION HEALTH AND EPIDEMIOLOGY</td>
<td>3</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.</td>
</tr>
<tr>
<td>DHA 732</td>
<td>EVALUATION OF HEALTH CARE PROGRAMS</td>
<td>3</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.</td>
</tr>
<tr>
<td>DHA 733</td>
<td>CONTEMPORARY LEADERSHIP ISSUES</td>
<td>3</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>DNP 101</td>
<td>DNP STUDENT ORIENTATION</td>
<td>0</td>
<td>The DNP student orientation course provides students an orientation of the expectations and resources necessary to participate and complete the Doctor of Nursing Practice program.</td>
</tr>
<tr>
<td>DNP 700</td>
<td>DNP EXPECTATIONS SEMINAR</td>
<td>1</td>
<td>This foundational course introduces students to the program requirements and doctoral learning expectations for the Doctor of Nursing Practice (DNP) program. Students engage in structured activities and guided dialogue to promote inter/intrapersonal collaboration; explore the integration of the roles of Scholar, practitioner and leader; and demonstrate the initiative needed to take the next steps in their doctoral journey through iterative improvements to critical thinking, reading, and writing by applying faculty feedback, writing resources, and personal insights.</td>
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<tr>
<td>DNP 701</td>
<td>BIOSTATISTICS AND EPIDEMIOLOGY</td>
<td>3</td>
<td>This course examines biostatistics and epidemiology for advanced evidence-based practice (EBP) in nursing using an integrated application of statistics to basic epidemiological concepts. Students engage in the practical application of statistical concepts, quantitative methodology for advanced evidence-based practice (EBP) in nursing, and statistical utility for decision-making using statistical analysis software to further examine the role of nursing practice related to disease and injury prevention. Additionally, students integrate decision theory and critical analysis through the evaluation of methods, results, and discussion sections of a research report.</td>
</tr>
<tr>
<td>DNP 705</td>
<td>PHILOSOPHY, THEORY, AND SCIENCE FOR NURSING PRACTICE</td>
<td>3</td>
<td>This course focuses on the philosophical and theoretical underpinnings of nursing science and practice at the doctoral level of expertise. The philosophy of science and the philosophical, theoretical, and ethical foundations of nursing practice and inquiry are examined. Students integrate teaching-learning theory into a personalized framework for doctoral practice.</td>
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<tr>
<td>DNP 710</td>
<td>EVIDENCE-BASED PRACTICE MEASUREMENT AND CLINICAL INQUIRY</td>
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<td>In this course, students use practice scholarship to examine and address health issues at the population and practice levels. Students align research questions from various methodological approaches with appropriate research design and measures, while evaluating literature focused on providing safe, high-quality care outcomes. Critical analysis of case studies, evaluation of various measures of continuous quality improvement (CQI), and the effective use of program evaluation are addressed. Students also evaluate literature related to their DNP Applied Project topic and refine the methodology appropriate for their research question.</td>
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<tr>
<td>DNP 715</td>
<td>INFORMATION SYSTEMS AND HEALTH CARE DELIVERY TECHNOLOGY</td>
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<td>In this course, students examine the function and purpose of healthcare informatics and delivery technology in promoting advanced evidence-based practice in nursing. In addition, students explore the components of modern data systems, including advanced clinical information systems, decision modeling programs, and financial systems, to inform the selection, application, and evaluation of healthcare information systems and practice technologies.</td>
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<tr>
<td>DNP 725</td>
<td>POLICY AND REGULATION IN HEALTH CARE</td>
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<td>This course will focus on an analysis of health policy and its influence on health care delivery systems. The student will examine the structure and function of legislative and regulatory bodies, governance, public relations, and global health care issues. The course promotes the concepts of leadership to inform advocacy, policy formation and implementation through the lens of ethics, social justice and evidence.</td>
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<td>DNP 730</td>
<td>ORGANIZATIONAL AND SYSTEMS LEADERSHIP</td>
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<td>This course will focus on the exploration of organizational and systems theory for quality improvement science. Students will contribute to the development of transformational leadership strategies to facilitate changes in health care systems.</td>
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<tr>
<td>DNP 740</td>
<td>CLINICAL PREVENTION AND POPULATION HEALTH</td>
<td>3</td>
<td>The course focuses on the use of epidemiological biostatistical, environmental, geographic, genetic, behavioral and socioeconomic data to design, develop and implement interventions to improve health care access, address gaps in care and decrease health disparities. Students will apply comprehensive surveillance, prevention, and health promotion approaches to improve population health.</td>
</tr>
<tr>
<td>DNP 750</td>
<td>DNP APPLIED PROJECT I</td>
<td>3</td>
<td>The outcome of this course will be a precis that articulates a specific goal and plan that will evolve into the student's DNP Applied Project.</td>
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<tr>
<td>DNP 751</td>
<td>DNP APPLIED PROJECT II</td>
<td>3</td>
<td>In this course, students engage in the iterative advancement of the DNP practice dissertation proposal. With continued faculty guidance, students leverage self-assessment and forecasting strategies to refine their skills and improve upon the quality of their proposal drafts for completion and submission.</td>
</tr>
<tr>
<td>DNP 752</td>
<td>DNP APPLIED PROJECT III</td>
<td>3</td>
<td>The outcome of this course will be the submission and oral defense of the DNP Applied Project.</td>
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<tr>
<td>DNP 752A</td>
<td>DNP APPLIED PROJECT AND PRACTICUM III</td>
<td>3</td>
<td>The outcome of this course will be the submission and oral defense of the DNP Applied Project.</td>
</tr>
<tr>
<td>DOC 700</td>
<td>DEVELOPING THE DOCTORAL IDENTITY</td>
<td>1</td>
<td>This 5-week foundational course prepares students for the rigors of their program by establishing doctoral-level expectations in the areas of critical reading, writing, thinking, and research. Students explore the College of Doctoral Studies integrated approach to scholarship, practice, and leadership through structured activities and guided discourse while also developing the initiative to become self-directed learners in their intellectual/doctoral journey.</td>
</tr>
<tr>
<td>DOC 705R</td>
<td>CREATIVE AND CRITICAL THINKING</td>
<td>3</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 714S</td>
<td>SYMPOSIUM I</td>
<td>3</td>
<td>This course serves as the first of two online immersive experiences for University of Phoenix doctoral students. The first covers foundational tenets of doctoral socialization and issues in higher education. Students will focus on currency in their respective disciplines.</td>
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<td>DOC 715</td>
<td>DOCTORAL SEMINAR I</td>
<td>3</td>
<td>This course deals with the theoretical and practical aspects of research and dissertation development in a practice doctorate context. In this course, students begin to develop Chapter 1 and to examine relevant industry and academic literature and move toward creation of a robust, cogent review of scholarship aligned with designing Chapter 2 of an applied doctoral dissertation.</td>
</tr>
<tr>
<td>DOC 719S</td>
<td>SYMPOSIUM II</td>
<td>3</td>
<td>This course serves as the second of two online immersive experiences for University of Phoenix doctoral students. The second covers advanced tenets of doctoral socialization and issues in higher education. Students will focus on currency in their respective disciplines.</td>
</tr>
<tr>
<td>DOC 720R</td>
<td>DOCTORAL SEMINAR I</td>
<td>2</td>
<td>DOC/720R is the first step in the formal development of the doctoral dissertation. You will review and clarify problem and purpose statements, create and refine research questions and hypotheses, identify sample populations, research methodologies and data gathering procedures and complete a précis that serves as a framework for the dissertation. The intended impact of the student's dissertation on society, the discipline, and practitioners will be discussed.</td>
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<tr>
<td>DOC 721N</td>
<td>PROSPECTUS AND PROPOSAL WORKSHOP</td>
<td>3</td>
<td>This course continues 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, populations and samples, and the intended contribution of the study to the profession and society. The outcome of this course is Chapter 1 of the dissertation that articulates a specific goal and plan that will evolve into the learner's dissertation.</td>
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<td>DOC 722</td>
<td>DOCTORAL SEMINAR II</td>
<td>3</td>
<td>In this course, students refine the requisite skills necessary to further develop their concept paper into a dissertation proposal. Students expand their work from Second-Year Residency by applying critical analysis to refine the research method, inform the selection of a research design, and to develop a focused literature review.</td>
</tr>
<tr>
<td>DOC 723</td>
<td>DOCTORAL SEMINAR II</td>
<td>3</td>
<td>In this course, students refine the requisite skills necessary to develop their dissertation-proposal Chapters 1 and 2 for review and approval. Students expand their work from previous courses by working with their University Research Methodologists (URM) to align their research foundation elements in Chapter 1, and by working with their Chair to develop a focused Chapter 2 literature review.</td>
</tr>
<tr>
<td>DOC 733</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>In this course, students will finalize 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 733A</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</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>
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<tr>
<td>DOC 733B</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</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 reassess 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>DOC 733R</td>
<td>DOCTORAL SEMINAR III</td>
<td>3</td>
<td>This five-day experiential residency course engages students in critical discussion and collaboration to explore the integration of theory and practice as a mechanism to guide their professional identity development in the communities they serve. Students reflect on the complex interrelationships between inquiry, knowledge, practice, and theory juxtaposed with the praxis of the scholar-practitioner-leader. Throughout the residency, students develop an increasingly reflexive articulation and demonstration of how their participation in a doctoral program has influenced their growth as scholar-practitioner leaders. Additionally, students develop shared visions for the continuation of their transformation as future leaders who engage with academics and practitioners to promote scholarship for evidence-based decision-making.</td>
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<tr>
<td>DOC 734</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</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>
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<tr>
<td>DOC 734A</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</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>
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<tr>
<td>DOC 734B</td>
<td>DOCTORAL PROJECT IV</td>
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<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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<tr>
<td>DOC 734R</td>
<td>DOCTORAL SEMINAR IV</td>
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<td>This 3-day residency course engages students in collaborative discussions and independent activities aimed at developing a complete dissertation proposal. By means of individual feedback and collegial discourse, students contribute to a community of scholarship and practice.</td>
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<td>DOC 735</td>
<td>RESEARCH PROPOSAL</td>
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<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>
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<tr>
<td>DOC 736A</td>
<td>DISSERTATION I</td>
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<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 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>
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<tr>
<td>DOC 736B</td>
<td>DISSERTATION I</td>
<td>3</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>
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<tr>
<td>DOC 736C</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>This third available dissertation proposal course provides extended time for one-on-one work between a student and his or her dissertation committee Chair. Students enroll for this course when a student has not yet received either IRB approval, Quality Review Methods approval, or Committee/Chair approval of the proposed dissertation. Students should work in conjunction with the Chair to complete any remaining requirements to achieve all approvals required to begin dissertation work. If all approvals are received during the course, it is appropriate for the candidate to begin working on the dissertation, but not until all approvals have been received. Students must repeat this course until the dissertation proposal is approved.</td>
</tr>
<tr>
<td>DOC 736IA</td>
<td>DISSERTATION 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>
</tr>
<tr>
<td>DOC 736IB</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>This course is a continuation of DOC/736IA, where students work with their Chair and committee members to finalize and submit the dissertation proposal for approval. The Chair and student work together to re-assess and improve readiness and skill preparation for the completion of the dissertation proposal in accordance with university guidelines and standards of ethical research. Enhanced support is provided to guide students towards completion of the dissertation proposal.</td>
</tr>
<tr>
<td>DOC 736IC</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>This course is a continuation of DOC/736IB, where students work with their Chair and committee members to finalize and submit the dissertation proposal for approval. The Chair and student work together to re-assess and improve readiness and skill preparation for the completion of the dissertation proposal in accordance with university guidelines and standards of ethical research. Enhanced support is provided to guide students towards completion of the dissertation proposal.</td>
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<tr>
<td>DOC 736N1</td>
<td>DISSERTATION 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 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>
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<tr>
<td>DOC 736N2</td>
<td>DISSERTATION I</td>
<td>3</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>
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<tr>
<td>DOC 736N3</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>This third available dissertation proposal course provides extended time for one-on-one work between a student and his or her dissertation committee Chair. Students enroll for this course when a student has not yet received either IRB approval, Quality Review Methods approval, or Committee/Chair approval of the proposed dissertation. Students should work in conjunction with the Chair to complete any remaining requirements to achieve all approvals required to begin dissertation work. If all approvals are received during the course, it is appropriate for the candidate to begin working on the dissertation, but not until all approvals have been received. Students must repeat this course, until the dissertation proposal is approved.</td>
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<tr>
<td>DOC 737</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 Learning Contract serves as the catalyst for completing the study’s research, findings, recommendations, and conclusions.</td>
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<tr>
<td>DOC 737I</td>
<td>DISSERTATION II</td>
<td>3</td>
<td>Students, with the support of the Chair and committee, collect and analyze dissertation data and write the results and conclusions chapters of the dissertation. A completion plan serves as the catalyst for completing the dissertation.</td>
</tr>
<tr>
<td>DOC 737N</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 Learning Contract serves as the catalyst for completing the study’s research, findings, recommendations, and conclusions.</td>
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<tr>
<td>DOC 738A</td>
<td>DEFENSE</td>
<td>3</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>
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<tr>
<td>DOC 738B</td>
<td>Defense</td>
<td>3</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>Defense</td>
<td>3</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 738A</td>
<td>Dissertaton Defense</td>
<td>3</td>
<td>This is a Chair-guided course for PhD candidates to finalize their dissertation to make a significant contribution to the I-O psychology body of knowledge. Students, with the guidance of the Chair and committee, will prepare and submit the dissertation study for University approval and once approved, complete the formal oral defense of the dissertation. The Chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation to complete and defend the dissertation. Candidates will receive continued support from the Chair and committee members to be engaged in communities of scholarship and practice. A University-approved dissertation is required to complete this class.</td>
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<tr>
<td>DOC 738B</td>
<td>Dissertaton Defense</td>
<td>3</td>
<td>This is a Chair-guided course for PhD candidates to finalize their dissertation to make a significant contribution to the I-O psychology body of knowledge. Students, with the guidance of the Chair and committee, will prepare and submit the dissertation study for University approval and once approved, complete the formal oral defense of the dissertation. The Chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation to complete and defend the dissertation. Candidates will receive continued support from the Chair and committee members to be engaged in communities of scholarship and practice. A University-approved dissertation is required to complete this class.</td>
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</tbody>
</table>
This is a Chair-guided course for PhD candidates to finalize their dissertation to make a significant contribution to the I-O psychology body of knowledge. Students, with the guidance of the Chair and committee, will prepare and submit the dissertation study for University approval and once approved, complete the formal oral defense of the dissertation. The Chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation to complete and defend the dissertation. Candidates will receive continued support from the Chair and committee members to be engaged in communities of scholarship and practice. A University-approved dissertation is required to complete this class.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<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>
</tr>
<tr>
<td>DOC 741</td>
<td>DOCTORAL DISSERTATION</td>
<td>3</td>
<td>In this course, students will finalize 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>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>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>
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<tr>
<td>DOC 742</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>In this chair-guided course, doctoral candidates finalize their dissertation as a significant contribution to the body of knowledge. The chair and committee members work with the candidate to complete the dissertation in preparation for University approval, followed by the oral defense. Additionally, this course focuses on engagement in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 742A</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>In this chair-guided course, doctoral candidates finalize their dissertation as a significant contribution to the body of knowledge. The chair and committee members work with the candidate to complete the dissertation in preparation for University approval, followed by the oral defense. Additionally, this course focuses on engagement in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 742B</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>In this chair-guided course, doctoral candidates finalize their dissertation as a significant contribution to the body of knowledge. The chair and committee members work with the candidate to complete the dissertation in preparation for University approval, followed by the oral defense.</td>
</tr>
<tr>
<td>DOC 787</td>
<td>CONCEPT CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>This course is a continuation of DOC/723 and is intended for students to finalize their dissertation concept for review and approval. Students iterate to refine their research method(s), inform the selection of their research design, and develop a focused literature review.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>DOC 788</td>
<td>CONCEPT CONTINUING ENROLLMENT II</td>
<td>II</td>
<td>This course is a continuation of DOC/723 and is intended for students to finalize their dissertation concept for review and approval. Students iterate to refine their research method(s), inform the selection of their research design, and develop a focused literature review.</td>
</tr>
<tr>
<td>DOC 887</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>I</td>
<td>This is a 1-week course that serves as a continuation of DOC/741. In this course, students will ensure that their dissertation proposal aligns with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
</tr>
<tr>
<td>DOC 888</td>
<td>DISSERTATION CONTINUING ENROLLMENT II</td>
<td>II</td>
<td>In this 3-week course, which serves as a continuation of DOC/741, students engage with their facilitator and chair to ensure that their dissertation proposal aligns with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
</tr>
<tr>
<td>DOC 889</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>I</td>
<td>This is a 1-week chair-guided course that serves as a continuation of DOC/741A. In this course students engage with their chair and committee members to ensure that their three proposal chapters align with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
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<td>Course Code</td>
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<tr>
<td>DOC 890</td>
<td>3-week chair-guided course as a continuation of DOC/741A. In this course students engage with their chair and committee members to ensure that their three proposal chapters align with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
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<tr>
<td>DOC 891</td>
<td>1-week chair-guided course as a continuation of DOC/741B. In this course students engage with their chair and committee members to ensure that their three proposal chapters align with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
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<tr>
<td>DOC 892</td>
<td>3-week chair-guided course as a continuation of DOC/741B. In this course students engage with their chair and committee members to ensure that their three proposal chapters align with the requirements of the Dissertation Criteria and Rating Scale (DCRS). Students should plan to submit their proposal to Quality Review Methods (QRM) for review during this course.</td>
<td>3</td>
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<tr>
<td>DOC 893</td>
<td>1-week dissertation continuation course is designed to facilitate student submission of the dissertation proposal to Quality Review Methods (QRM).</td>
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<tr>
<td>Course Code</td>
<td>Project Continuation</td>
<td>Enrollment</td>
<td>Notes</td>
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<tr>
<td>DOC 987</td>
<td>PROJECT CONTINUING</td>
<td>I</td>
<td>This 1-week course serves as a continuation of DOC/742. Students who have not yet received Quality Review Final (QRF) approval should submit their dissertation for review. Students with QRF approval should plan to complete the oral defense during this course.</td>
</tr>
<tr>
<td>DOC 988</td>
<td>PROJECT CONTINUING</td>
<td>II</td>
<td>This 3-week course serves as a continuation of DOC/742. In this course, students engage with their committee to ensure that their dissertation satisfies the requirements established in the Dissertation Criteria and Rating Scale (DCRS). Students who have not yet received Quality Review Final (QRF) approval should submit their dissertation for review. Students with QRF approval should plan to complete the oral defense during this course.</td>
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<td>DOC 991</td>
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<td>0</td>
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<tr>
<td>DOC 992</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>This 3-week course serves as a continuation of DOC/742B. In this course, students engage with their committee to ensure that their dissertation satisfies the requirements established in the Dissertation Criteria and Rating Scale (DCRS). Students who have not yet received Quality Review Final (QRF) approval should submit their dissertation for review. Students with QRF approval should plan to complete the oral defense during this course.</td>
</tr>
<tr>
<td>DOC 993</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>This 1-week dissertation continuation course is designed to facilitate student completion of the doctoral dissertation requirements, including submission to Quality Review Final (QRF) and delivery of the oral defense.</td>
</tr>
<tr>
<td>DOC 994</td>
<td>Dissertation Continuing Enrollment</td>
<td>0</td>
<td>In this course, students will conduct the oral defense of their dissertation.</td>
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<tr>
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<tr>
<td>DOC 995</td>
<td>Dissertation Continuing Enrollment</td>
<td>0</td>
<td>In this course, students will conduct the oral defense of their dissertation.</td>
</tr>
<tr>
<td>DOC 996</td>
<td>Dissertation Continuing Enrollment</td>
<td>0</td>
<td>In this course, students will conduct the oral defense of their dissertation.</td>
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<tr>
<td>DSC 330</td>
<td>DATA COMMUNICATION AND VISUALIZATION FOR BUSINESS</td>
<td>3</td>
<td>This course introduces students to tools and techniques needed to present data, both simple and complex, to gain support and recommend business decisions. Students will use graphical tools such as graphs, animation, and presentation techniques to communicate the message behind the data and improve decision making. Topics include requirement gathering, graphical representation of data sets, visualization techniques and tools, and data validation.</td>
</tr>
<tr>
<td>ECE 205</td>
<td>DEVELOPMENTALLY-EFFECTIVE LEARNING ENVIRONMENTS</td>
<td>3</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>
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<tr>
<td>ECE 206</td>
<td>Curriculum and Instruction in Early Childhood Education</td>
<td>3</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. Participants discover lesson plan development and methodologies for instruction. 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>This course provides an overview of a variety of assessment techniques in early childhood education, including assessment of 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>
</tr>
<tr>
<td>ECE 510</td>
<td>Effective Instruction for Early Childhood Education</td>
<td>3</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>
</tr>
<tr>
<td>ECE 511</td>
<td>Language and Literacy Methods in Early Childhood Education</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>ECE 512</td>
<td>Early Childhood Assessment</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 513</td>
<td>Early Childhood Growth and Development</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 514</td>
<td>FAMILY/COMMUNITY INVOLVEMENT IN EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECH 205</td>
<td>EARLY CHILDHOOD GROWTH AND DEVELOPMENT</td>
<td>3</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 / grade 3. The course focuses on defining the various stages as they impact instructional practices and decisions in the context of the early learning environment.</td>
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<tr>
<td>ECH 211</td>
<td>INSTRUCTIONAL STRATEGIES FOR EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>This course focuses on the theoretical models that underlie teaching and learning in the early childhood setting, birth through age 8 or through Grade 3. 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>
</tr>
<tr>
<td>ECH 300</td>
<td>ORIENTATION TO EARLY CHILDHOOD EDUCATION</td>
<td>0</td>
<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>
</tr>
<tr>
<td>ECH 301</td>
<td>FOUNDATIONS OF EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td>This course provides an overview of early childhood education for children, birth through age 8. Historical foundations of early childhood education, the role of technology, professionalism, and trends and issues in education are introduced. Students will reflect upon their personal dispositional skills desired for an educational career and will create a personal philosophy of education.</td>
</tr>
<tr>
<td>ECH 302</td>
<td>EXCEPTIONALITIES OF THE YOUNG CHILD</td>
<td>3</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>This course examines developmentally-effective strategies used in implementing and managing a positive and active early childhood 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, birth through age 8 or Grade 3.</td>
</tr>
<tr>
<td>ECH 390</td>
<td>EARLY CHILDHOOD STUDENT TEACHING SEMINAR</td>
<td>1</td>
<td>This course focuses on the professional aspects of teaching. Learners will apply written and oral communication principles to their roles as educators, examine research methods for finding and evaluating resources, and develop effective skills in collaboration and critical thinking in preparation for their program and workplace.</td>
</tr>
<tr>
<td>ECH 400</td>
<td>ASSESSMENT AND EVALUATION IN EARLY CHILDHOOD</td>
<td>3</td>
<td>This course provides exposure to a variety of assessment techniques in early childhood education. There is a focus on assessment strategies, tools, and resources, including the use of technology. Teacher candidates will learn to use assessment data for planning instruction and incorporating interventions, as well as communicating and developing partnerships with families. Emphasis is placed on developmental and differentiated assessment strategies for children, birth through age 8, including children with special needs.</td>
</tr>
<tr>
<td>ECH 416</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: MATHEMATICS</td>
<td>3</td>
<td>This course focuses on mathematical methodology and assessment strategies for young children. Integration of content, appropriate instructional strategies, and curriculum and assessment planning are emphasized. Multiple perspectives of young children as learners of mathematics and current research on mathematics pedagogy are explored. Students evaluate and use instructional methods, curricular materials, technological resources, and appropriate assessment strategies. Special attention is given to using manipulatives in math instruction and developing problem-solving skills.</td>
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<tr>
<td>ECH 418</td>
<td>COMMUNITY AND FAMILY ENGAGEMENT</td>
<td>3</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>
</tr>
<tr>
<td>ECH 420</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: SCIENCE</td>
<td>3</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>This course provides a foundation in developmentally appropriate content and methodology for the teaching of social studies in early childhood education (birth through age 8). Teacher candidates will explore content standards, instruction and assessment strategies, technology integration, and theoretical perspectives and practices related to early childhood social studies education. In addition, candidates will develop meaningful curricular content and hands-on learning experiences, as well as investigate strategies for creating an effective learning environment and opportunities for family and community involvement.</td>
</tr>
<tr>
<td>ECH 435</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD: ARTS AND MUSIC</td>
<td>3</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 visual arts, drama or performing arts, and dance, movement, and music 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>
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<td>ECH 496</td>
<td>EARLY CHILDHOOD STUDENT TEACHING</td>
<td>8</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 seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ECH 498</td>
<td>EARLY CHILDHOOD STUDENT TEACHING (BIRTH-PRESCHOOL)</td>
<td>4</td>
<td>This course emphasizes the practical application of early childhood educational theories and methods. The course will focus on the student teaching experience and preparing to teach up to preschool-age children. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ECH 499</td>
<td>EARLY CHILDHOOD STUDENT TEACHING (K THROUGH AGE 8/GRADE 3)</td>
<td>4</td>
<td>This course will focus on the design and implementation of the Kindergarten through Age 8/ Grade 3 Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</tr>
<tr>
<td>ECO 365</td>
<td>PRINCIPLES OF MICROECONOMICS</td>
<td>3</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>
<td>ECO 365T</td>
<td>PRINCIPLES OF MICROECONOMICS</td>
<td>3</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>
</tr>
<tr>
<td>ECO 370</td>
<td>ENVIRONMENTAL ECONOMICS</td>
<td>3</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>
</tr>
<tr>
<td>ECO 372</td>
<td>PRINCIPLES OF MACROECONOMICS</td>
<td>3</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 372T</td>
<td>PRINCIPLES OF MACROECONOMICS</td>
<td>3</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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<td>ECO 535</td>
<td>THE DIGITAL ECONOMY</td>
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<td>This course will emphasize the importance of economic theories in the context of digital transformation. Students will learn a fundamental understanding of how to approach business problems related to digitalization within the world economy. Students will apply and discuss economic theories and how they can help to analyze, understand, and solve business problems.</td>
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<td>ECO 561T</td>
<td>ECONOMICS</td>
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<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>
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<td>ECOCB 535</td>
<td>THE DIGITAL ECONOMY</td>
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<td>This course will emphasize the importance of economic theories in the context of digital transformation. Students will learn a fundamental understanding of how to approach business problems related to digitalization within the world economy. Students will apply and discuss economic theories and how they can help to analyze, understand, and solve business problems. Competency 10: The student will assess the effects of market structure on competition, production, and pricing. Competency 11: The student will analyze the relationships between government, business, consumer practices, and economic conditions. Competency 12: The student will evaluate economic theories and policies related to international trade and global business practices.</td>
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<td>EDD 004</td>
<td>FACULTY SUPERVISION</td>
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<td>These are the University Supervisors who coach and evaluate our students during their capstone student teaching or administrative clinical experiences. Among the principle duties, University Supervisors facilitate orientation meetings with student teachers and cooperating teachers/supervising mentors, document student teacher progress across a minimum of four observations, and complete formal and informal evaluations of progress. University Supervisors must be available to visit schools on varying days during the work week, and respond to emails or phone calls within 24 hours.</td>
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<tr>
<td>EDD 007</td>
<td>FACULTY SUPERVISION</td>
<td>0</td>
<td>These are the University Supervisors who coach and evaluate our students during their capstone student teaching or administrative clinical experiences. Among the principle duties, University Supervisors facilitate orientation meetings with student teachers and cooperating teachers-supervising mentors, document student teacher progress across a minimum of four observations, and complete formal and informal evaluations of progress. University Supervisors must be available to visit schools on varying days during the work week, and respond to emails or phone calls within 24 hours.</td>
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<tr>
<td>EDD 583</td>
<td>CLINICAL PRACTICE</td>
<td>6</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates will focus on the following topics: requirements and expectations for clinical practice, 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 classroom experiences. Finally, candidates will prepare and submit all respective tasks of the teacher performance assessment.</td>
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<tr>
<td>EDD 700</td>
<td>INTRODUCTION TO EDUCATION ADMINISTRATION IN DOCTORAL STUDY</td>
<td>3</td>
<td>The course provides an introduction to education administration for doctoral students entering the Doctor of Education program who do not have prior academic experience in this area.</td>
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<tr>
<td>EDD 711</td>
<td>SOCIAL CONTEXTS AND CONTEMPORARY ISSUES</td>
<td>3</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>
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<td>EDD 712</td>
<td>LEADERSHIP IN CONTEMPORARY ORGANIZATIONS</td>
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<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>
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<td>EDD 714</td>
<td>COMPARATIVE MODELS OF EDUCATIONAL ENVIRONMENTS</td>
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<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>
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<td>EDD 721</td>
<td>PLANNING AND LEADING CHANGE</td>
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<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>
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<td>EDD 722</td>
<td>THE LEGAL CONTEXT OF EDUCATION</td>
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<td>In this course, students examine existing and emerging legal contexts that govern American education systems. Weekly topics provide a progressive exploration of foundational sources of law that impact education—from The Constitution of the United States to landmark legal cases—to affirm the legal rights and responsibilities of educators and students. Other course topics establish a platform to assess the legalities of educational governance and leadership in addition to emerging and contemporary legal issues.</td>
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<td>EDD 723</td>
<td>ETHICS AND VALUES IN LEARNING ORGANIZATIONS</td>
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<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>
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<td>In this course, students explore instructional leadership as an integrated practice to evolve their understanding of, and capacity for, advancing teaching and learning. Effective teaching and learning strategies are examined as they relate to motivating faculty, staff, and students, and creating dynamic learning environments. Additional topics include leading change in learning environments and counterbalancing resistance to change for faculty, staff, and students.</td>
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<td>EDD 731</td>
<td>THE ECONOMICS OF EDUCATION</td>
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<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>
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<td>EDD 732</td>
<td>CONTEMPORARY POLICY ANALYSIS AND DEVELOPMENT</td>
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<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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<td>EDD 733</td>
<td>EVALUATION AND ASSESSMENT METHODS</td>
<td>3</td>
<td>This course explores the evaluation and assessment methods utilized in learning organizations. The merits and faults of these methods are debated. Accreditation issues, outcomes based assessment, institutional research, and staff and evaluation are key topics. The influence of leadership style on evaluation and assessment methods also is examined.</td>
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<td>EDS 799</td>
<td>EDUCATIONAL SPECIALIST CAPSTONE</td>
<td>3</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 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>
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<tr>
<td>EDT 711</td>
<td>EDUCATIONAL TECHNOLOGY RESEARCH</td>
<td>3</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>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>
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<td>EDT 722</td>
<td>DISTANCE LEARNING</td>
<td>3</td>
<td>This course traces the development of distance learning, including past, present, and future trends. Learners will relate social contexts and educational goals to the evolution of technologies and their intended support of learning. Learners will explore the delivery of instruction over physical distance, focusing on concepts such as transactional distance, cultural considerations, anonymity, privacy, and accountability. Team learning is heavily emphasized and applied in this course.</td>
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<td>EDT 723</td>
<td>INSTRUCTIONAL MEDIA AND DESIGN TECHNIQUES</td>
<td>3</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>
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<tr>
<td>EDT 731</td>
<td>SYSTEM ANALYSIS AND DESIGN</td>
<td>3</td>
<td>This course follows the phases of planning, needs analysis, design, implementation, and evaluation that are integral to large-scale instructional technology projects. Learners consider technology selection, vendor selection, organizational constraints, maintenance, and enhancements in an effort to address present and future needs. Learners focus on developing systemic solutions that avoid the pitfalls of piecemeal technology adoptions.</td>
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<tr>
<td>EDT 732</td>
<td>INTEGRATING TECHNOLOGY AND CURRICULUM</td>
<td>3</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>
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<td>EDT 733</td>
<td>TECHNOLOGY LEADERSHIP</td>
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<td>This course enhances the leadership</td>
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<td>skills and styles of educational</td>
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<td>technology leaders to promote</td>
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<td>success in evolving educational</td>
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<td>organizations. Students examine</td>
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<td>leading change through leveraging</td>
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<td>technology in educational</td>
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<td>organizations. Methods to lead</td>
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<td>technological change, manage the</td>
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<td>procurement process, and counteract</td>
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<td>resistance to technological changes</td>
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<td>are addressed. The importance of</td>
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<td>creating a standardized process and</td>
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<td>language for the integration of</td>
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<td>technology is of special focus.</td>
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<td>Benefits of technology and how they</td>
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<td>influence the strategic road map for</td>
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<td>the institution are also explored.</td>
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<td>EDU 101</td>
<td>FOUNDATIONS OF EDUCATION</td>
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<td>In this course, learners are</td>
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<td>introduced to the foundations of</td>
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<td>education. Topics include the</td>
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<td>history of education, philosophical</td>
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<td>perspectives, and societal trends</td>
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<td>that change education. Learners will</td>
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<td>explore the characteristics of 21st</td>
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<td>century students and the use of</td>
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<td>technology in the classroom. In</td>
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<td>addition, learners will reflect on</td>
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<td>reasons for working in the educational</td>
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<td>setting and create a personal</td>
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<td></td>
<td>philosophy of education.</td>
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<td>EDU 105</td>
<td>DIVERSITY IN EDUCATIONAL SETTINGS</td>
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<td>This course focuses on developing</td>
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<td>an understanding of multicultural</td>
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<td>diversity concepts in education</td>
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<td>and implications for learning and</td>
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<td>instruction. Learners will examine</td>
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<td>the relationship of cultural values</td>
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<td>on the formation of self-concept and</td>
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<td>learning styles. Learners will also</td>
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<td>explore the scope of diversity</td>
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<td>prevalent in classrooms today and the</td>
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<td>role of prejudice, biases,</td>
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<td>assumptions, stereotyping, and</td>
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<td>cultural inequalities in education.</td>
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<td>Learners will connect these</td>
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<td>perspectives to instructional</td>
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<td>strategies that contribute to</td>
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<td>creating culturally responsive</td>
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<td>EDU 200</td>
<td>INTRODUCTION TO ASSESSMENT</td>
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<td>In this course, learners are</td>
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<td>introduced to the role of assessment</td>
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<td>in education. The purpose and types</td>
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<td>of assessment are identified,</td>
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<td>including appropriate components in</td>
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<td>assessment planning. Formative</td>
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<td>assessment for learning and summative</td>
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<td>assessment of learning will be</td>
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<td>examined. Students will also explore</td>
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<td>the topics of feedback and grading.</td>
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<td>EDU 215</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY IN EDUCATION</td>
<td>3</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>
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<tr>
<td>EDU 300</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
<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, My Time Log, 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>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>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>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>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 practices and decisions in a pre-K-8 environment.</td>
</tr>
<tr>
<td>EDU 305CA</td>
<td>CHILD DEVELOPMENT</td>
<td>3</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 practices and decisions in a pre-K-8 environment.</td>
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<tr>
<td>EDU 311</td>
<td>MODELS AND THEORIES OF INSTRUCTION</td>
<td>3</td>
<td>This course focuses on the theoretical models that underlie teaching and learning. Teacher candidates analyze effective teaching strategies that encourage learners to develop a deeper understanding of content and to promote critical thinking. Candidates also explore assessment and its relationship to lesson planning.</td>
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<tr>
<td>EDU 311CA</td>
<td>MODELS AND THEORIES OF INSTRUCTION</td>
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<td>This course focuses on the theoretical</td>
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<td>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>
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<td>EDU 315</td>
<td>LEGAL &amp; ETHICAL ISSUES IN EDUCATION</td>
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<td>This course provides students with the</td>
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<td>opportunity to examine and apply legal</td>
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<td>and ethical issues within the context of</td>
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<td>an educational setting. Legal issues and</td>
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<td>their consequent impact on educators are</td>
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<td>discussed, analyzed, and applied to</td>
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<td>current educational practices. Emphasis is</td>
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<td>placed on the ways ethical and legal</td>
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<td>issues facing teachers affect student</td>
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<td>learning, and the critical thinking,</td>
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<td>decision-making, professional, and</td>
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<td>personal conduct of teachers.</td>
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<td>EDU 321</td>
<td>CLASSROOM MANAGEMENT</td>
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<td>This course explores differentiated</td>
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<td>approaches and strategies for managing a</td>
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<td>positive classroom environment within the</td>
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<td>framework of today's diverse student</td>
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<td>population. Teacher candidates identify</td>
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<td>issues that may affect the climate of the</td>
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<td>classroom and evaluate classroom</td>
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<td>management techniques appropriate for</td>
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<td>their targeted grade levels and needs.</td>
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<td>EDU 321CA</td>
<td>CLASSROOM MANAGEMENT</td>
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<td>This course examines the strategies used</td>
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<td>in managing a positive elementary</td>
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<td>classroom. Topics include management</td>
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<td>models, motivation, disruptive students,</td>
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<td>classroom expectations and procedures,</td>
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<td>communication, and record keeping.</td>
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<td>Managing materials and technology will</td>
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<td>also be addressed. Students will develop</td>
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<td>an individual classroom management plan.</td>
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<tr>
<td>EDU 390</td>
<td>ELEMENTARY EDUCATION SEMINAR</td>
<td>1</td>
<td>This course focuses on the professional aspects of teaching. Learners will apply written and oral communication principles to their roles as educators, examine research methods for finding and evaluating resources, and develop effective skills in collaboration and critical thinking in preparation for their program and workplace.</td>
</tr>
<tr>
<td>EDUC 519</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>This course focuses on the historical, philosophical, sociological, legal, and curricular foundations of education. The evolution of education, the role of cultural diversity in education, curriculum and assessment, education standards, and issues and trends in education are explored. Participants analyze educational philosophies and develop a personal educational philosophy.</td>
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<tr>
<td>EDUC 521</td>
<td>CLASSROOM MANAGEMENT FOR EDUCATORS</td>
<td>3</td>
<td>In this course, participants examine strategies for managing their classrooms more effectively. Student behavior and misbehavior, techniques for classroom preparation, setup and management, and discipline models are explored. Participants learn how to establish and communicate expectations in their classroom and create a positive learning environment.</td>
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<tr>
<td>EDUC 522</td>
<td>CURRICULUM DEVELOPMENT AND INSTRUCTION</td>
<td>3</td>
<td>This course focuses on curriculum development and instructional strategies for K-12 educators. Participants examine the history of curriculum development, the role of curriculum in education, and the alignment of curriculum to state and national standards. School reform, curriculum implementation, assessment methods, textbook and material selection, and the adaptation of technology into curriculum are also explored. Particular emphasis will be placed on developing curriculum and instruction to meet the needs of diverse learners.</td>
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<td>EDUC 523</td>
<td>MIDDLE SCHOOL CURRICULUM DEVELOPMENT AND INSTRUCTION</td>
<td>3</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>EDUC 524</td>
<td>Assessment and Evaluation for Educators</td>
<td>3</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 research influences on current trends in assessment and fundamentals of the assessment process and develop skills to evaluate the alignment of curriculum, instruction, and assessment for school improvement. Standards-based assessments, data-driven instruction, and accountability to increase achievement are also addressed.</td>
</tr>
<tr>
<td>EDUC 525</td>
<td>Theories of Growing and Learning</td>
<td>3</td>
<td>This course examines theories of growing and learning 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>
</tr>
<tr>
<td>EDUC 526</td>
<td>Overview of Adolescent Psychology</td>
<td>3</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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<td>EDUC 527</td>
<td>TEACHING CRITICAL THINKING SKILLS</td>
<td>3</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 determine instructional and assessment strategies for thinking critically across disciplines.</td>
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<tr>
<td>EDUC 528</td>
<td>Communication Strategies for Educators</td>
<td>3</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>
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<tr>
<td>EDUC 545</td>
<td>FAMILY ENGAGEMENT AND COMMUNITY INVOLVEMENT</td>
<td>3</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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<tr>
<td>EDUC 548</td>
<td>Coaching and Mentoring</td>
<td>3</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>
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<td>EED 400</td>
<td>ASSESSMENT IN ELEMENTARY EDUCATION</td>
<td>3</td>
<td>This course focuses on defining assessment and utilizing effective assessment practices in the classroom. The fundamentals of assessment, including formative, summative, standardized and performance assessments and their uses will be discussed. Teacher candidates will explore the reliability and validity of assessment and evaluate test performance data for the purpose of planning instruction.</td>
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<tr>
<td>EED 416</td>
<td>ELEMENTARY METHODS: MATHEMATICS</td>
<td>3</td>
<td>This course provides a context for teaching and assessing students in elementary mathematics. Content knowledge, interdisciplinary teaching, and curriculum are emphasized. Teacher candidates will evaluate and use instructional methods, resources, and technology. The course focuses on enhancing the meaning of mathematical concepts by promoting critical thinking and problem-solving skills.</td>
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<tr>
<td>EED 420</td>
<td>ELEMENTARY METHODS - SCIENCE</td>
<td>3</td>
<td>This course provides a context for teaching and assessing students in elementary science. Teacher candidates will explore interdisciplinary teaching, curriculum content, and instruction and assessment strategies that enhance inquiry learning in the science classroom. In addition, teacher candidates will focus on content knowledge and promoting the development of critical thinking skills to include science in other content areas.</td>
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<tr>
<td>EED 425</td>
<td>ELEMENTARY METHODS-HEALTH/PE</td>
<td>3</td>
<td>This course provides an overview of the health and physical education state and national standards and provides a context for how standards are addressed in elementary schools and classrooms. Instructional approaches for the integration of physical education and health with other content areas are explored. In addition, teacher candidates will examine strategies for promoting the goal of life-long health and an understanding of human movement.</td>
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<td>EED 430</td>
<td>ELEMENTARY METHODS - SOCIAL STUDIES</td>
<td>3</td>
<td>This course provides a context for teaching and assessing students in elementary social studies. Teacher candidates will explore the purpose and place for social studies instruction, analyze and apply content standards, and examine methodologies and resources for teaching social studies. In addition, teacher candidates will develop student-centered instruction to meet the needs of culturally, academically, and linguistically diverse students. The course focuses on strategies for developing students’ critical thinking skills and integrating social studies with other disciplines.</td>
</tr>
<tr>
<td>EED 435</td>
<td>ELEMENTARY METHODS - FINE ARTS</td>
<td>3</td>
<td>This course defines and provides a context for teaching and assessing students in the area of arts education. Candidates will explore state and national standards, student engagement and motivational techniques, and instruction and assessment methods. An emphasis is placed on integrating arts education 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>This course defines and provides a context for teaching and assessing students in the area of social science and visual and performing arts. Participants will explore state and national standards, student engagement and motivational techniques, and instruction and assessment methods. An emphasis is placed on interdisciplinary practices and the integration of social science and visual or performing arts into other content areas. The course also investigates the use of technology and community involvement in the social science and visual and performing arts classrooms.</td>
</tr>
<tr>
<td>EED 438CA</td>
<td>ELEMENTARY METHODS: MATHEMATICS AND SCIENCE</td>
<td>3</td>
<td>This course focuses on methodology and assessment strategies that enhance instruction in mathematics and science. Integrated content, interdisciplinary teaching, classroom management, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of math and science, along with current research on pedagogy, are explored. Students are provided the opportunity to develop the ability to evaluate and apply instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
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<td>EED 444</td>
<td>ELEMENTARY METHODS - INTEGRATION OF HAWAIIAN STUDIES</td>
<td>3</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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<tr>
<td>EED 491CA</td>
<td>ELEMENTARY CLINICAL PRACTICE A</td>
<td>4</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on the following topics: school culture, academic language, lesson planning, and instruction. The course provides a forum for open discussion and problem solving based on classroom experiences and the ability to use and apply Teaching Performance Expectations. Teacher candidates begin preparing their teacher performance assessment submission.</td>
</tr>
<tr>
<td>EED 492CA</td>
<td>ELEMENTARY CLINICAL PRACTICE B</td>
<td>4</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on the following topics: student engagement, assessment, the learning environment, and preparing for a teaching position. The course provides a forum for open discussion and problem solving based on classroom experiences and the ability to use and apply Teaching Performance Expectations. Teacher candidates will complete and submit their teacher performance assessment submission.</td>
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<tr>
<td>EED 496</td>
<td>STUDENT TEACHING</td>
<td>8</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<td>EED 498</td>
<td>ELEMENTARY STUDENT TEACHING, SEMINAR I</td>
<td>4</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>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>
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<tr>
<td>EED 499</td>
<td>ELEMENTARY STUDENT TEACHING, SEMINAR II</td>
<td>4</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>EED 499CA</td>
<td>ELEMENTARY STUDENT TEACHING: SEMINAR II</td>
<td>4</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>
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<td>ELEC 714</td>
<td>DHA ELECTIVE</td>
<td>3</td>
<td>Placeholder for elective courses in the DHA program.</td>
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<td>ELEC 725</td>
<td>DOCTORAL EXTENSION</td>
<td>3</td>
<td>DOCTORAL EXTENSION</td>
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<td>ELL 300</td>
<td>INSTRUCTIONAL METHODS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
<td>This course focuses on instruction for English language learners (ELLs). It emphasizes knowledge of and sensitivity to the history and 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>
</tr>
<tr>
<td>ELL 500</td>
<td>INSTRUCTIONAL METHODS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</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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<td>ELM 532</td>
<td>Creating an Effective Learning Environment</td>
<td>3</td>
<td>This course explores differentiated approaches and strategies used in managing a positive classroom environment within the framework of today's diverse student population. Teacher candidates identify issues that may affect the climate of the classroom and evaluate classroom management techniques appropriate for their targeted grade levels and needs.</td>
</tr>
<tr>
<td>ELM 533</td>
<td>Instruction and Assessment for Diverse Learners</td>
<td>3</td>
<td>This course focuses on the theoretical models that underlie teaching and learning. Teacher candidates analyze effective teaching strategies that encourage learners to develop a deeper understanding of content and to promote critical thinking. Candidates also explore assessment and its relationship to lesson planning.</td>
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<tr>
<td>ELM 534</td>
<td>Elements of Literacy Content and Curricular Knowledge</td>
<td>3</td>
<td>This course focuses on the most current research, theory, and methods of literacy instruction. Teacher candidates will enhance content knowledge of phonics, phonemic awareness, fluency, comprehension, and vocabulary. Candidates will assess learners' background knowledge in literacy to develop differentiated instruction.</td>
</tr>
<tr>
<td>ELM 535</td>
<td>Application of Research-Based Literacy Instruction</td>
<td>3</td>
<td>This course focuses on the instructional approaches for literacy within the framework of an integrated curriculum. Teacher candidates will apply research-based instructional and assessment techniques to meet the needs of all learners. Candidates will apply interdisciplinary teaching strategies to develop a variety of writing styles, reading methods, and critical thinking skills in their learners.</td>
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<tr>
<td>ELM 536</td>
<td>Social Studies Content and Curricular Knowledge</td>
<td>3</td>
<td>This course focuses on the pedagogy and assessment strategies that enhance inquiry learning in the social studies classroom. Content knowledge, interdisciplinary teaching, curriculum, and assessment are emphasized. Teacher candidates will focus on enhancing the meaning of social studies concepts, developing critical thinking skills to include the use of social studies in other disciplinary areas, and creating real-life experiences for all learners.</td>
</tr>
<tr>
<td>ELM 537</td>
<td>Science Content and Curricular Knowledge</td>
<td>3</td>
<td>This course focuses on the pedagogy and assessment strategies that enhance inquiry learning in the science classroom. Content knowledge, interdisciplinary teaching, curriculum, and assessment are emphasized. Teacher candidates will focus on enhancing the meaning of science concepts, developing critical thinking skills to include the use of science in other disciplinary areas, and creating real-life experiences for all learners.</td>
</tr>
<tr>
<td>ELM 538</td>
<td>Mathematics Content and Curricular Knowledge</td>
<td>3</td>
<td>This course focuses on the pedagogy and assessment strategies that enhance inquiry learning in the mathematics classroom. Content knowledge, interdisciplinary teaching, curriculum, and assessment are emphasized. Teacher candidates will focus on enhancing the meaning of mathematical concepts, developing critical thinking skills to include the use of math concepts in other disciplinary areas, and creating real-life experiences for all learners.</td>
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<tr>
<td>ELM 539</td>
<td>PHYSICAL EDUCATION/HEALTH CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>2</td>
<td>This course establishes a context for teaching and assessing K-8 students in physical education and health based on a scope and sequence, and on state and national standards (1). Candidates examine 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, gain knowledge of human movement, learn the rules and strategies of games and sports, and develop self-confidence and self-worth (2). They also examine framework-based teaching strategies effective in helping their students achieve the goals of lifelong health; recognize nutrition, acknowledge the risks associated with drugs and alcohol, understand growth and development; and utilize health-related information, products, and services(3). Additionally, this course explores instructional approaches for integrating physical education and health with other content.</td>
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<tr>
<td>ELM 545</td>
<td>ELEMENTARY CLINICAL PRACTICE</td>
<td>3</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>ELM 583</td>
<td>Elementary Clinical Practice</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates will focus on the following topics: requirements and expectations for clinical practice, 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 classroom experiences. Finally, candidates will prepare and submit all respective tasks of the teacher performance assessment.</td>
</tr>
<tr>
<td>ELM 586</td>
<td>ELEMENTARY CLINICAL PRACTICE A</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on the following topics: school culture, academic language, lesson planning, and instruction. The course provides a forum for open discussion and problem solving based on classroom experiences and the ability to use and apply Teaching Performance Expectations. Teacher candidates begin preparing their teacher performance assessment submission.</td>
</tr>
<tr>
<td>ELM 587</td>
<td>ELEMENTARY CLINICAL PRACTICE B</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on the following topics: student engagement, assessment, the learning environment, and preparing for a teaching position. The course provides a forum for open discussion and problem solving based on classroom experiences and the ability to use and apply Teaching Performance Expectations. Teacher candidates begin preparing their teacher performance assessment submission.</td>
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<tr>
<td>ELM 590</td>
<td>ELEMENTARY STUDENT TEACHING PART A</td>
<td>4</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 595</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
<td>4</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>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>
</tr>
<tr>
<td>ELM 599</td>
<td>ELEMENTARY STUDENT TEACHING PART B</td>
<td>4</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>EMC 310</td>
<td>PRINCIPLES OF EMERGENCY MANAGEMENT</td>
<td>3</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>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</td>
<td>3</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 how 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>
</tr>
<tr>
<td>EMC 340</td>
<td>EMERGENCY SERVICES AND THE COMMUNITY</td>
<td>3</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>
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<tr>
<td>EMC 350</td>
<td>MANAGING EMERGENCY RESPONSE OPERATIONS</td>
<td>3</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 100</td>
<td>CRITICAL READING AND COMPOSITION</td>
<td>3</td>
<td>This course develops the reading, writing, and critical thinking skills that are essential for academic and life success.</td>
</tr>
<tr>
<td>ENG 110</td>
<td>ENGLISH COMPOSITION I</td>
<td>3</td>
<td>This course develops the reading, writing, and critical thinking skills that are essential for academic and life success.</td>
</tr>
<tr>
<td>ENG 125</td>
<td>LITERATURE IN SOCIETY</td>
<td>3</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 study the literature in thematic units and are asked to make connections to their own lives and cultures.</td>
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<tr>
<td>ENG 135</td>
<td>ESSENTIALS OF CONTEMPORARY COMMUNICATION</td>
<td>3</td>
<td>This course covers the skills necessary for effective communication in professional environments and modern society. The course reviews basic communication theories and discusses the fundamentals of a variety of communication skills and various communication channels. This course emphasizes applying these skills to group and contemporary professional situations.</td>
</tr>
<tr>
<td>ENG 157</td>
<td>MULTICULTURAL LITERATURE</td>
<td>3</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 200</td>
<td>RHETORIC AND RESEARCH</td>
<td>3</td>
<td>This course extends practice in critical reading, writing, and thinking. Emphasis is given to developing an effective writing process that takes into account audience and rhetorical purpose.</td>
</tr>
<tr>
<td>ENG 210</td>
<td>ENGLISH COMPOSITION II</td>
<td>3</td>
<td>This course extends practice in critical reading, writing, and thinking. Emphasis is given to developing an effective writing process that takes into account audience and rhetorical purpose.</td>
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<tr>
<td>ENG 222</td>
<td>INTRODUCTION TO TECHNICAL WRITING</td>
<td>3</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 230</td>
<td>MECHANICS OF WRITING</td>
<td>3</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 240</td>
<td>INTRODUCTION TO CREATIVE WRITING</td>
<td>3</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 260</td>
<td>FOLKLORE AND FAIRYTALES</td>
<td>3</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>
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<tr>
<td>ENG 265</td>
<td>THE SHORT STORY</td>
<td>3</td>
<td>This course examines the short story through notable works and writers.</td>
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<tr>
<td>ENG 270</td>
<td>LITERARY INTERPRETATION AND ANALYSIS</td>
<td>3</td>
<td>This course introduces students to the practice of literary analysis through reading and interpretation of major works. Students will discuss forms and theories as a foundation on which to build analytical skills.</td>
</tr>
<tr>
<td>ENG 280</td>
<td>RHETORIC AND CRITICAL THINKING</td>
<td>3</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>
</tr>
<tr>
<td>ENG 295</td>
<td>CHILDREN'S LITERATURE</td>
<td>3</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>
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<tr>
<td>ENG 301</td>
<td>AMERICAN ETHNIC LITERATURE</td>
<td>3</td>
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<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>
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<td>ENG 313</td>
<td>WRITING PROPOSALS</td>
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<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>
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<td>ENG 340</td>
<td>CREATIVE WRITING</td>
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<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>
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<td>ENG 380</td>
<td>APPLIED LINGUISTICS</td>
<td>3</td>
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<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>
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<tr>
<td>ENG 437</td>
<td>LITERARY GENRES ACROSS CULTURES</td>
<td>3</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 437CA</td>
<td>LITERARY GENRES ACROSS CULTURES</td>
<td>3</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>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 495</td>
<td>ADVANCED CREATIVE WRITING</td>
<td>3</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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<tr>
<td>ENT 527</td>
<td>OPPORTUNITY ASSESSMENT AND INNOVATION</td>
<td>3</td>
<td>This course is an introduction to entrepreneurship and the entrepreneurial mindset. The course will provide an overview of the challenges and opportunities of an entrepreneurship, an intrapreneurship, and a 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>Value is the seminal construct of a business proposition, yet it remains difficult to define and is subject to constant repositioning by industry and society. This course will examine the essence of changes in business value propositions and how technology plays an important role in today’s business environment. The course will explore how innovation and the business cycle are linked by technology developments and how successful businesses across industry segments have been able to use innovation as a means to differentiate themselves while lowering costs.</td>
</tr>
<tr>
<td>ENT 588</td>
<td>INNOVATION AND DESIGN: CAPSTONE PROJECT</td>
<td>3</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>
</tr>
<tr>
<td>ENV 100T</td>
<td>PRINCIPLES OF ENVIRONMENTAL SCIENCE</td>
<td>3</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>
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<tr>
<td>ENV 310</td>
<td>ENVIRONMENTAL MANAGEMENT</td>
<td>3</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>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>ENV 320</td>
<td>ENVIRONMENTAL LAW</td>
<td>3</td>
<td>This course explores the administrative regulations and policies that are requisite to environmental protection. Federal, state, and local policies will be examined.</td>
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<tr>
<td>ENV 340</td>
<td>ENERGY AND THE ENVIRONMENT</td>
<td>3</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>
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<td>ENV 410</td>
<td>ENVIRONMENTAL TOXICOLOGY</td>
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<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>
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<td>ENV 420</td>
<td>ENVIRONMENTAL RISK ASSESSMENT</td>
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<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>
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<tr>
<td>ENV 430</td>
<td>ENVIRONMENTAL TECHNOLOGY</td>
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<td>ENV 431</td>
<td>PUBLIC POLICY ANALYSIS</td>
<td>3</td>
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<td>This course will examine the fundamentals of public policy analysis to the environment. Students 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>
<td>ESL 300</td>
<td>TEACHING ENGLISH LANGUAGE LEARNERS</td>
<td>3</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>
</tr>
<tr>
<td>ETH 120</td>
<td>CULTURAL DIVERSITY IN THE UNITED STATES</td>
<td>3</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>
</tr>
<tr>
<td>ETH 316</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</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 interrelated 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>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 business law, and understand intellectual property rights.</td>
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<tr>
<td>ETH 321T</td>
<td>ETHICAL AND LEGAL TOPICS IN BUSINESS</td>
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<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 business law, and understand intellectual property rights.</td>
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<tr>
<td>ETH 328</td>
<td>DATA ETHICS AND SECURITY</td>
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<td>This course provides students with an overview of the legal and ethical implications of data. Students will examine the legal and ethical issues that must be considered throughout the lifecycle of data analytics including collection, storage, analysis and presentation. Other topics include, privacy, security, classification, and discrimination. After completion of this course, students will be able to understand the legal and ethical considerations that are necessary when utilizing particular types of data, collection methods, and analysis techniques.</td>
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<td>ETH 557</td>
<td>ACCOUNTING ETHICS</td>
<td>3</td>
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<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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<td>EXAM 799</td>
<td>COMPREHENSIVE EXAMINATION</td>
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<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>
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<tr>
<td>FIN 366</td>
<td>FINANCIAL INSTITUTIONS</td>
<td>3</td>
<td>This course develops a conceptual framework for understanding how recent and current events affect the financial environment. Financial markets are examined with a focus on their utilization by financial institutions, the pricing of financial assets, the impact of the Federal Reserve, the internationalization of financial markets, and the impact of recent events. Financial institutions such as insurance companies, commercial banks, and investment banks are covered. The institutions are described with a focus on regulatory aspects and management use of financial markets and performance.</td>
</tr>
<tr>
<td>FIN 370</td>
<td>FINANCE FOR BUSINESS</td>
<td>3</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 statement analysis, time value of money, financial markets and institutions, risk and return, financial planning, and international finance.</td>
</tr>
<tr>
<td>FIN 370T</td>
<td>FINANCE FOR BUSINESS</td>
<td>3</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>
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<tr>
<td>FIN 375</td>
<td>FINANCIAL MANAGEMENT IN THE SMALL BUSINESS</td>
<td>3</td>
<td>This course focuses on the role that financial management plays in the development and sustainability of a small business. The course provides a detailed review of forecasting, budgeting, daily cash flow management techniques, and monitoring financial performance. Specifically, students will address funding, debt management, cash-flow management, and financial planning, from the small business perspective.</td>
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<td>FIN 402</td>
<td>INVESTMENT FUNDAMENTALS AND PORTFOLIO MANAGEMENT</td>
<td>3</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>
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<tr>
<td>FIN 410</td>
<td>WORKING CAPITAL MANAGEMENT</td>
<td>3</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>
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<tr>
<td>FIN 415</td>
<td>CORPORATE RISK MANAGEMENT</td>
<td>3</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>
</tr>
<tr>
<td>FIN 419</td>
<td>FINANCE FOR DECISION MAKING</td>
<td>3</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>
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<td>FIN 419T</td>
<td>FINANCE FOR DECISION MAKING</td>
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<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>
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<td>FIN 420</td>
<td>PERSONAL FINANCIAL PLANNING</td>
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<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>
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<td>FIN 422</td>
<td>RETIREMENT AND BENEFIT PLANNING</td>
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<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 deductions and contribution limits, and create a full financial plan, including retirement, for an individual.</td>
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<td>FIN 428</td>
<td>INSURANCE FOR FINANCIAL PLANNING</td>
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<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>
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<td>FIN 467</td>
<td>REAL ESTATE INVESTMENT</td>
<td>3</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.</td>
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<tr>
<td>FIN 486</td>
<td>STRATEGIC FINANCIAL MANAGEMENT</td>
<td>3</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>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>This course focuses on the development of a financial plan. Students will develop a revenue forecast, draft a budget, and create a profit and loss statement. Students will identify sources of funding, understand the importance of a break-even analysis, and calculate and interpret performance measures for business decision-making and sustainability.</td>
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<td>FIN 580</td>
<td>GLOBAL CAPITAL MARKETS</td>
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<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>
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<td>FIN 585</td>
<td>FINANCIAL CONTROLLING</td>
<td>3</td>
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<td>This course analyzes several topics concerning financial control. Students will explore, design, and use the 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, and use of balanced scorecard to evaluate financial/nonfinancial managerial performance.</td>
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<td>FIN 590</td>
<td>AUDIT AND COMPLIANCE MANAGEMENT</td>
<td>3</td>
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<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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<td>FIN 591</td>
<td>REAL ESTATE INVESTMENT</td>
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<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>
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<td>FIN 592</td>
<td>MERGERS AND ACQUISITIONS</td>
<td>3</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>
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<tr>
<td>FIN 711</td>
<td>FINANCIAL MEASURES OF VALUE ADDED</td>
<td>3</td>
<td>This course will assist doctoral students with understanding and employing financial tools and techniques in different stages of an entrepreneurial organization with special emphasis on new venture finance and private equity. Students will also gain insights into the different types of financing and evaluate the appropriate financing alternatives at various phases of the organization’s life.</td>
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<tr>
<td>FINCB 571</td>
<td>CORPORATE FINANCE</td>
<td>3</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. Competency 16: The student will distinguish between sources, requirements, and risks associated with various types of long- and short-term financing capital structure. Competency 17: The student will assess cash flow, valuation, and key performance indicators for financial growth and sustainability. Competency 18: The student will evaluate the effects of economic and market conditions on financial performance.</td>
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<tr>
<td>FP 100</td>
<td>EVERYDAY ECONOMICS AND FINANCES</td>
<td>3</td>
<td>This course introduces students to thinking about and working with numbers by examining the day-to-day and societal importance of money.</td>
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<tr>
<td>FP 100T</td>
<td>EVERYDAY ECONOMICS AND FINANCES</td>
<td>3</td>
<td>This course introduces students to thinking about and working with numbers by examining the day-to-day and societal importance of money.</td>
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<tr>
<td>GBM 380</td>
<td>GLOBAL BUSINESS</td>
<td>3</td>
<td>In this course, students will describe major forces in the global environment and their impact upon business strategies, operations, and decision making. Upon completion of this course, students should have developed a global mindset and have a broader awareness of the intricacies of the global business environment.</td>
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<tr>
<td>GEN 201</td>
<td>FOUNDATIONS FOR UNIVERSITY SUCCESS</td>
<td>3</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>
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<tr>
<td>GEO 180</td>
<td>PHYSICAL GEOGRAPHY</td>
<td>3</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>
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<td>GFT 500</td>
<td>Teaching Gifted and Talented Learners</td>
<td>3</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>GFT 501</td>
<td>Curriculum and Instruction for Gifted and Talented Learners</td>
<td>3</td>
<td>This course focuses on the theory, research, standards, and practices necessary to adapt, develop, and sustain high quality curriculum and instruction for diverse gifted and talented learners. Participants examine strategies to enhance acceleration, depth, and complexity of learning. Participants explore creative student products, the use of technology, assessment, differentiation, collaboration, enrichment, and higher order processing skills in curriculum and instruction for highly able students.</td>
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<tr>
<td>GFT 503</td>
<td>Assessment for Gifted and Talented Learners</td>
<td>3</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>GFT 505</td>
<td>Critical Thinking Skills for Gifted and Talented Learners</td>
<td>3</td>
<td>This course prepares participants to enhance critical thinking skills in gifted and talented learners. Participants explore theories, teaching and assessment methods, instructional strategies, and technology related to the development of critical thinking skills in gifted and talented learners. Characteristics of gifted and talented learners, differentiated instruction, creative thinking, twice exceptional learners, and student engagement are also addressed.</td>
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<td>GHA 548</td>
<td>FOUNDATIONS OF GERONTOLOGY FOR HEALTH ADMINISTRATORS</td>
<td>3</td>
<td>This course introduces current and aspiring health administrators to the field of gerontology, and the systems and facilities that support these populations. Topics include an examination of the experiences of aging populations across the care continuum, myths and stereotypes of aging, and a survey of the demographic changes occurring in the U.S. that are resulting in larger elder populations.</td>
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<td>GHA 551</td>
<td>BIOLOGICAL AND PSYCHOLOGICAL ASPECTS OF AGING</td>
<td>3</td>
<td>This course examines the process of aging and explores health care programming and support systems that promote the health of the aging population. These topics are applied in a health administration context to disease prevention, health maintenance, and selected disorders that effect health and independent living.</td>
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<tr>
<td>GHA 557</td>
<td>SOCIAL AND CULTURAL ASPECTS OF AGING</td>
<td>3</td>
<td>This course examines social and cultural perspectives on aging and their implications for health administrators serving aging populations. Public and personal aspects of aging will be addressed. 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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<tr>
<td>GHS 563</td>
<td>LEADERSHIP AND PUBLIC POLICY IN GLOBAL/HOMELAND SECURITY</td>
<td>3</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. The 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 to deliberate violent acts.</td>
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<td>GHS 573</td>
<td>INTELLIGENCE INTEGRATION IN GLOBAL/HOMELAND SECURITY</td>
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<td>This course allows students to explore the collaboration of</td>
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<td>intelligence and law enforcement communities (Intelligence-</td>
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<td>led policing) for human welfare and safety in global and</td>
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<td>homeland environments. Students will review the development</td>
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<td>and implementation of counterterrorism initiatives based on</td>
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<td>terrorism intelligence. Students will also examine</td>
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<td>recommendations of the Global Intelligence Working Group</td>
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<td>(GIWG) and evaluate operational expectations of law</td>
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<td>enforcement and federal intelligence analysts, law</td>
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<td>enforcement administrators, and first responding officers</td>
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<td>responsible for global and homeland security. Students will</td>
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<td>also explore the importance of keeping local law enforcement</td>
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<td>intelligence and national security intelligence separate,</td>
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<td>but recognize methods for federal, state, and local law</td>
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<td>enforcement agencies to share and dispense intelligence.</td>
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<td>GHS 583</td>
<td>MULTI-DISCIPLINARY GLOBAL AND HOMELAND SECURITY ISSUES</td>
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<td>This course focuses on curriculum and instruction for gifted</td>
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<td>and talented learners. Instructional strategies, diversity,</td>
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<td>higher-level thinking skills, technology, and assessment are</td>
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<td>explored. Participants examine curriculum development and</td>
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<td>implementation, classroom environment, and instructional</td>
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<td>materials for gifted and talented learners.</td>
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<td>GHS 593</td>
<td>CRITICAL INFRASTRUCTURE ANALYSIS AND PROTECTION</td>
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<td>This course focuses on systems analysis in the context of</td>
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<td>critical infrastructure protection. The course provides a</td>
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<td>strategic perspective of the Critical Infrastructure</td>
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<td>Protection (CIP) efforts in the United States. This includes</td>
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<td>preparation and response to critical events. Practical</td>
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<td>approaches to CIP are considered including threat assessment</td>
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<td>and vulnerability identification. Risk assessment</td>
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<td>methodologies, physical protection system design,</td>
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<td>cybersecurity, and emergency response protocols are also</td>
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<td>GLG 220</td>
<td>PHYSICAL GEOLOGY</td>
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<td>This course will introduce the key concepts of geology by</td>
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<td>examining the Earth and the processes that take place within</td>
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<td>it. Topics will include historical geology, rocks and</td>
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<td>minerals, plate tectonics, igneous activity, mass wasting,</td>
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<td>weathering, and erosion systems.</td>
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<td>GMGT 520</td>
<td>EXTERNAL ENVIRONMENT OF GLOBAL BUSINESS</td>
<td>3</td>
<td>This course explores issues and factors that influence global business and which are outside the direct control of the organization. We shall explore how to research, analyze, and understand the various external elements so that we can devise successful strategies for global business. Topics include: globalization, culture, ethical considerations, politics and the law, government intervention, country risk assessment and foreign market entry strategy.</td>
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<tr>
<td>GMGT 530</td>
<td>INTERNAL ENVIRONMENT OF GLOBAL BUSINESS</td>
<td>3</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>
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<tr>
<td>GMGT 540</td>
<td>GLOBAL STRATEGY FORMULATION AND IMPLEMENTATION</td>
<td>3</td>
<td>This course introduces the principles and tools for managerial use in the development, implementation, and review of strategy for organizations. Topics include internal and external environmental analysis; value, competition, and strategic choice; strategic positioning; and implementation and control issues.</td>
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<tr>
<td>HCIS 140</td>
<td>FUNDAMENTALS OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>This course introduces students to the fundamentals of electronic health records (EHR) in today's healthcare environment. An overview of information systems, functions, workflows, health information accessibility, and healthcare transactions and billing are introduced to prepare students for work with electronic health records. The introduction of EHR software will also be explored.</td>
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<tr>
<td>HCIS 250</td>
<td>STRUCTURE, DESIGN, AND TOOLS OF ELECTRONIC HEALTH RECORDS</td>
<td>3</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 healthcare settings. Students will use an electronic health record (EHR) software to reinforce quality and data management of patient information.</td>
</tr>
<tr>
<td>HCIS 270</td>
<td>APPLICATION OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>Students in the capstone course for the electronic health records (EHR) will continue to use an EHR software application to develop foundational skills related to administrative tasks, data charting, insurance and billing, regulatory compliance, and reporting. Students will demonstrate mastery processing an electronic health record.</td>
</tr>
<tr>
<td>HCIS 305</td>
<td>TERMINOLOGY AND CULTURE OF THE HEALTHCARE INDUSTRY</td>
<td>3</td>
<td>This course provides students with a foundational set of health care terminology utilized in a variety of health care settings and applications. The courses also provides an overview of the various personnel and forms of provider service models in the health care delivery systems. Topics will include common disease manifestations and processes that impact the delivery of health care services.</td>
</tr>
<tr>
<td>HCIS 318</td>
<td>HEALTH CARE INDUSTRY TERMS FOR IT PROFESSIONALS</td>
<td>3</td>
<td>This course provides students with basic health care industry terms in a variety of health care work settings for information technology professionals. Students will review terms and concepts related to emerging technologies, the structure and roles within health care, and the privacy and security considerations needed for health care systems.</td>
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<td>HCIS 352</td>
<td>FOUNDATIONS OF IT IN THE HEALTH CARE ENVIRONMENT</td>
<td>3</td>
<td>This course provides an overview of the integration of technology within the health care industry. Students will examine systems, networking and database concepts, the processes used in the selection and application of electronic health records, and the evaluation of future information technology systems. Methods to make informed business decisions related to the use of technology in health care will be addressed.</td>
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<tr>
<td>HCIS 410</td>
<td>PROJECT PLANNING AND IMPLEMENTATION IN HEALTH CARE</td>
<td>3</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>
</tr>
<tr>
<td>HCIS 420</td>
<td>INFORMATION SYSTEMS RISK MANAGEMENT IN HEALTH CARE</td>
<td>3</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>HCM 440</td>
<td>HEALTH CARE DATA ANALYTICS</td>
<td>3</td>
<td>This course will introduce students to the role of data and analysis in healthcare. Students will understand the concepts of analytics, informatics, the electronic health record and other data sources that can be used to support organizational strategies and initiatives. Other topics include, ethical and privacy issues in healthcare and the role of social media and mobile initiatives. Students will conduct a case study on a topic in healthcare analytics and implement recommendations for improvement.</td>
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<tr>
<td>HCP 513</td>
<td>HEALTH CARE COMPLIANCE FOUNDATIONS</td>
<td>3</td>
<td>The learner will explore the purpose and organization of compliance in the health sector as well as the role of compliance and compliance officers. Topics include regulatory agencies, accreditation, professional licensing, enforcement, quality, and policies.</td>
</tr>
<tr>
<td>HCP 514</td>
<td>LEADING COMPLIANCE IN HEALTH CARE ORGANIZATIONS</td>
<td>3</td>
<td>The learner will examine structures and systems of healthcare organizations and how they inform the responsibilities of a compliance professional. Course topics include the ethical responsibilities of compliance, HIPAA and OSHA, and other compliance-related healthcare standards and regulations including whistleblower protection in the U.S.</td>
</tr>
<tr>
<td>HCP 516</td>
<td>AUDITING, MONITORING AND CORRECTIVE ACTION IN COMPLIANCE</td>
<td>3</td>
<td>The learner will compare and contrast auditing and monitoring in healthcare compliance. The course focuses on report writing using root cause analysis and corrective action plans, as well as the industry-accepted process of presenting these plans to compliance boards and committees.</td>
</tr>
<tr>
<td>HCP 517</td>
<td>COMMUNICATION AND REPORTING MECHANISMS IN COMPLIANCE</td>
<td>3</td>
<td>The learner will create a compliance program and present it in in their chosen healthcare sector, in a manner currently accepted by the healthcare industry. Course topics include policies and standard operating procedures, training and education, documentation and presentation.</td>
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<tr>
<td>HCR 201</td>
<td>MEDICAL BILLING AND CODING</td>
<td>3</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>
</tr>
<tr>
<td>HCR 202</td>
<td>MEDICAL INSURANCE</td>
<td>3</td>
<td>This course is designed to provide students with an understanding of health care reimbursement systems. Students will become familiar with the 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>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. HIPAA and compliance requirements will also be covered.</td>
</tr>
<tr>
<td>HCS 120</td>
<td>MEDICAL TERMINOLOGY FOR HEALTH CARE PROFESSIONALS</td>
<td>3</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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<tr>
<td>HCS 131T</td>
<td>BUSINESS COMMUNICATION SKILLS FOR HEALTH CARE PROFESSIONALS</td>
<td>3</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>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>
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<tr>
<td>HCS 207</td>
<td>Introduction to Medical Terminology</td>
<td>3</td>
<td>In this course, students are introduced to medical terminology used within the health care industry. The course will cover medical terminology related to the main body systems and their functions as well as word building through the use of word roots, prefixes, suffixes, and combining forms. Also, students will explore the importance of medical terminology in the health care industry.</td>
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<tr>
<td>HCS 214</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
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<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>
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<tr>
<td>HCS 216</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>3</td>
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<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>
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<td>HCS 219</td>
<td>INTRODUCTION TO HEALTH CARE FINANCE</td>
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<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>
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<td>HCS 224</td>
<td>HEALTH CARE OFFICE MANAGEMENT</td>
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<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>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>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>
</tr>
<tr>
<td>HCS 265</td>
<td>THE MANAGERIAL ENVIRONMENT OF HEALTH CARE</td>
<td>3</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>
</tr>
<tr>
<td>HCS 305</td>
<td>HEALTH CARE PROFESSIONAL DEVELOPMENT</td>
<td>3</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>
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<tr>
<td>HCS 321</td>
<td>BUSINESS COMMUNICATION FOR HEALTH CARE MANAGERS</td>
<td>3</td>
<td>This course offers students the knowledge and skills to effectively communicate in a variety of health care workplace settings. Students will focus on business writing correspondence, effective communication strategies, and collaboration skills required by health care managers.</td>
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<tr>
<td>HCS 325</td>
<td>HEALTH CARE MANAGEMENT</td>
<td>3</td>
<td>The course explores fundamental concepts of management theory as applied to health care. 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>
</tr>
<tr>
<td>HCS 335</td>
<td>HEALTH CARE ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>This course identifies ethical issues in health care. It is designed to encourage students to clarify individual ethics values in regards to health care issues. Content includes discussion of theories, principles, and values for students to consider a variety of ethical viewpoints from a managerial perspective.</td>
</tr>
<tr>
<td>HCS 341</td>
<td>HUMAN RESOURCES IN HEALTH CARE</td>
<td>3</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 370</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
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<td>HCS 380</td>
<td>HEALTH CARE ACCOUNTING</td>
<td>3</td>
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<td>HCS 385</td>
<td>HEALTH CARE FINANCE</td>
<td>3</td>
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<tr>
<td>HCS 412</td>
<td>PROJECT MANAGEMENT FOR HEALTH CARE PROFESSIONALS</td>
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</tbody>
</table>

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.

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.

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.

This course provides foundational project management skills used within a variety of health care settings. Topics include project scoping, time estimating, budgeting, and controlling to improve outcomes, streamline processes, and increase efficiencies for health care managers.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HCS 430</td>
<td>LEGAL ISSUES IN HEALTH CARE: REGULATION AND COMPLIANCE</td>
<td>3</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>
</tr>
<tr>
<td>HCS 433</td>
<td>DIMENSIONS OF HEALTH AND THE OLDER ADULT</td>
<td>3</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 aging are also explored.</td>
</tr>
<tr>
<td>HCS 446</td>
<td>FACILITY PLANNING</td>
<td>3</td>
<td>This course will introduce students to the legal and regulatory challenges of facility planning and development. Students will analyze facility designs, discuss future health care consumer utilization trends, as well as examine the regulatory compliance requirements.</td>
</tr>
<tr>
<td>HCS 449</td>
<td>HEALTH ADMINISTRATION CAPSTONE</td>
<td>3</td>
<td>Students in this course summarize their learning and formulate strategies to manage various challenges they will encounter in the health care 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>This course examines the relationships between health care quality and organizational performance management. The student is introduced to the rationale for performance management and the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. Methods for assuring quality in process and outcome management are described, as well as the significance and statistical application of measuring outcomes. Various health care customers are identified. Changing trends in the provision and reimbursement of health care services are reviewed.</td>
</tr>
<tr>
<td>HCS 455</td>
<td>HEALTH CARE POLICY: THE PAST AND THE FUTURE</td>
<td>3</td>
<td>This course will introduce the student to the intricate processes that public policymakers use to influence the health status of a society. The role of economic theory, interest groups, and the various levels of government involved in policymaking will be examined. A historic review of trends will be evaluated, and the challenges of future health care delivery will be examined.</td>
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<tr>
<td>HCS 456</td>
<td>RISK MANAGEMENT</td>
<td>3</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>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>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 of evidence-based research within health care.</td>
</tr>
<tr>
<td>HCS 468</td>
<td>REGULATORY AND COMPLIANCE WITHIN THE HEALTH CARE INDUSTRY</td>
<td>3</td>
<td>This course focuses on regulatory and compliance issues within the health care industry. Topics include health care regulatory agencies, the impact of compliance on the operations of health care delivery, and health care laws. The course will also examine current health care policies and the implications for regulatory compliance.</td>
</tr>
<tr>
<td>HCS 472</td>
<td>MARKETING IN THE HEALTH CARE INDUSTRY</td>
<td>3</td>
<td>In this course students will examine current marketing trends used within the health care industry. Students will focus on a variety of marketing strategies required by health care managers to promote programs, products and services to health care consumers.</td>
</tr>
<tr>
<td>HCS 475</td>
<td>LEADERSHIP AND PERFORMANCE DEVELOPMENT</td>
<td>3</td>
<td>This 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 examine and analyze effective performance indicators for staff and organizational goals.</td>
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<tr>
<td>HCS 483</td>
<td>HEALTH CARE INFORMATION SYSTEMS</td>
<td>3</td>
<td>This 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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<tr>
<td>HCS 487</td>
<td>TECHNOLOGY AND SYSTEMS APPROACH FOR HEALTH CARE MANAGERS</td>
<td>3</td>
<td>The course examines the integration of technology used within health care systems. Students will focus on the processes used in the selection, implementation, and evaluation of health information systems. Emphasis on methods used by health care managers to make informed business decisions related to the application and use of technology within the health care industry will be covered.</td>
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<tr>
<td>HCS 490</td>
<td>HEALTH CARE CONSUMER - TRENDS AND MARKETING</td>
<td>3</td>
<td>In this course, students will have the opportunity to examine the traits, trends, and needs of today's health care consumer. Students will examine current consumer information for readability, implications for the selection of products and services, and differentiation of health care web sources.</td>
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<tr>
<td>HCS 493</td>
<td>DATA ANALYTICS FOR HEALTH CARE MANAGERS</td>
<td>3</td>
<td>This course focuses on the use of data analytics for health care managers. Emphasis will be on data collection, tools, and strategies related to the use of data to improve health outcomes. Students will manage, analyze, and interpret data to identify areas for continuous system improvement.</td>
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<tr>
<td>HCS 498</td>
<td>STRATEGIC DECISION MAKING FOR HEALTH CARE MANAGERS</td>
<td>3</td>
<td>This capstone course examines the techniques of strategic planning for decision making in the health care industry. Students will be required to demonstrate mastery of Program Student Learning Outcomes through the strategic planning process by formulating strategic decisions to manage within various health care environments.</td>
</tr>
<tr>
<td>HCS 499</td>
<td>HEALTH CARE STRATEGY CAPSTONE</td>
<td>3</td>
<td>This capstone course examines the techniques and perspectives of strategic planning in the health care industry. Students will be required to demonstrate mastery of program Student Learning Outcomes through the strategic planning process by formulating strategies to manage various challenges encountered in the dynamic health care environment.</td>
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<tr>
<td>HCS 504</td>
<td>INTRODUCTION TO GRADUATE STUDY IN HEALTH SCIENCES/NURSING</td>
<td>1</td>
<td>This course provides new graduate students in the college with an introduction to strategies for success within the university's adult learning model. Topics include program standards and objectives; graduate-level oral and written communication; locating, evaluating, and citing scholarly resources; and purposes and use of portfolios.</td>
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<tr>
<td>HCS 507</td>
<td>ADVANCED PHARMACOTHERAPEUTICS</td>
<td>3</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>HCS 529</td>
<td>CONTEMPORARY HEALTH CARE FACILITY DESIGN</td>
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<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 542</td>
<td>HEALTH CARE RESEARCH</td>
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<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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<td>HCS 565</td>
<td>ORGANIZATION AND MANAGEMENT OF AGING SERVICES</td>
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<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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<td>HCS 567</td>
<td>ENTREPRENEURSHIP IN HEALTH CARE</td>
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<td>This course will set up the context of entrepreneurship and new business development, examining the characteristics of entrepreneurs, identifying and quantifying market opportunities in the health care market, as well 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 577</td>
<td><strong>FINANCIAL MANAGEMENT IN HEALTH CARE</strong></td>
<td>3</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 analysis. The course provides students with experience in capital and operating budgets, and financial forecasts.</td>
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<tr>
<td>HCS 589</td>
<td><strong>HEALTH CARE STRATEGIC MANAGEMENT</strong></td>
<td>3</td>
<td>This is the capstone course for the graduate health care programs. The development and presentation of a 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, and 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>HEA 711</td>
<td><strong>HISTORY AND PHILOSOPHY OF HIGHER EDUCATION</strong></td>
<td>3</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>
</tr>
<tr>
<td>HEA 712</td>
<td><strong>HIGHER EDUCATION LAW, POLICY AND THE REGULATORY ENVIRONMENT</strong></td>
<td>3</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>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>
</tr>
<tr>
<td>HEA 721</td>
<td>ORGANIZATIONAL THEORY, INNOVATION AND CHANGE MANAGEMENT</td>
<td>3</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>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>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>
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<tr>
<td>HEA 732</td>
<td>CURRICULUM DEVELOPMENT, ASSESSMENT, AND PROGRAM EVALUATION</td>
<td>3</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>
</tr>
<tr>
<td>HEA 733</td>
<td>GLOBAL MODELS AND INTERNATIONAL ISSUES IN HIGHER EDUCATION</td>
<td>3</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>
</tr>
<tr>
<td>HINF 500</td>
<td>INFORMATICS FOR HEALTH ADMINISTRATION</td>
<td>3</td>
<td>This course presents informatics as a strategic tool for the health administrator in sourcing and utilizing data.</td>
</tr>
<tr>
<td>HINF 510</td>
<td>THE SYSTEMS LIFE CYCLE</td>
<td>3</td>
<td>This course will focus on the systems life cycle in the context of selection, implementation, and integration of information systems across the health sector. Topics include performing interoperability assessments, determining key elements of data system designs, planning for end-user training and support, and securing buy-in from stakeholders.</td>
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<tr>
<td>HINF 520</td>
<td>DATA MANAGEMENT AND DESIGN IN HEALTH</td>
<td>3</td>
<td>This course will explore the ways in which data provides the foundation for healthcare information systems. Topics include the concepts of information and knowledge, as well as systems operations, reporting mechanisms, data exchange, and data taxonomies.</td>
</tr>
<tr>
<td>HIS 110CA</td>
<td>U.S. HISTORY TO 1865</td>
<td>3</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 210</td>
<td>AZ CONSTITUTION</td>
<td>3</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. County government and municipalities, including the organization and funding of schools, are also addressed.</td>
</tr>
<tr>
<td>HIS 301</td>
<td>UNITED STATES CONSTITUTION</td>
<td>3</td>
<td>This course is an 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 the Court’s evolving interpretations of the Constitution. This course focuses on the first ten amendments of the Constitution, known as the Bill of Rights, and the issues of slavery and civil rights as seen through major court decisions.</td>
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<tr>
<td>HIS 305</td>
<td>CALIFORNIA STATE HISTORY</td>
<td>3</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>
</tr>
<tr>
<td>HIS 311</td>
<td>NEVADA AND U.S. CONSTITUTION</td>
<td>3</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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<tr>
<td>HIS 335</td>
<td>EUROPE AND THE WORLD WARS</td>
<td>3</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>
</tr>
<tr>
<td>HIS 341</td>
<td>ANCIENT WORLDS</td>
<td>3</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 356</td>
<td>THE HISTORY OF AFRICA</td>
<td>3</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 510</td>
<td>AZ CONSTITUTION</td>
<td>1</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. County government and municipalities, including the organization and funding of schools, are also addressed.</td>
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<tr>
<td>HIS 511</td>
<td>U.S. CONSTITUTION</td>
<td>1</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>
</tr>
<tr>
<td>HIS 514</td>
<td>AZ CONSTITUTION</td>
<td>1</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. County government and municipalities, including the organization and funding of schools, are also addressed.</td>
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<tr>
<td>HIS 516</td>
<td>U.S. CONSTITUTION</td>
<td>1</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 518</td>
<td>U.S. CONSTITUTION</td>
<td>2</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>HIT 300</td>
<td>INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY</td>
<td>3</td>
<td>This course provides an overview of the history of health information technology in the United States. The student is introduced to the various forms of technology resources commonly found in private and public health sectors. This includes the historic application of information technology resources to healthcare.</td>
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<tr>
<td>HIT 350</td>
<td>HEALTH INFORMATION SYSTEMS SUPPORT</td>
<td>3</td>
<td>This course covers computer systems and the role of IT support in today's health care environment. This includes the installation and maintenance of Health IT Systems relating to hardware, software, programming, database management, and telecommunications.</td>
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<tr>
<td>HIT 450</td>
<td>IMPLEMENTATION AND MANAGEMENT OF HEALTH INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course covers IT project management knowledge utilized in health care business operations. Coursework explores the application of technology planning, management, and leadership skills for working in Health Information Systems environments.</td>
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<tr>
<td>HLTH 510</td>
<td>Health and Nutrition for Educators</td>
<td>3</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>
</tr>
<tr>
<td>HM 370</td>
<td>HOSPITALITY MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of the advanced concepts that make up the hospitality industry. Students will gain a current perspective and understanding of the impact of hospitality while examining operations, security, maintenance, and managerial challenges and responsibilities within the industry.</td>
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<tr>
<td>HM 475</td>
<td>HOSPITALITY DECISION ANALYSIS</td>
<td>3</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, evaluate financial data for decision-making, and develop sales and marketing strategies for a hospitality organization.</td>
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<tr>
<td>HM 482</td>
<td>HOSPITALITY ANALYTICS FOR DECISION MAKING</td>
<td>3</td>
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<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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<tr>
<td>HPE 270</td>
<td>PHYSICAL EDUCATION AND HEALTH FOR EDUCATORS</td>
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<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>HPE 540</td>
<td>TEACHING AND LEARNING IN HEALTH PROFESSIONS EDUCATION</td>
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<td>This course focuses on selecting and developing teaching strategies to facilitate student learning in health professions education contexts. Principles of adult learning provide the basis for developing and utilizing effective methods for different student learning styles and instruction modalities.</td>
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<td>HPE 544</td>
<td>CURRICULUM DEVELOPMENT IN HEALTH PROFESSIONS CONTEXTS</td>
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<td>This course will focus on health administration curriculum design in higher education and/or corporate settings. The learner will propose a program concept, develop its mission and vision, and create its program and course objectives. Topics also include the ADDIE model, curriculum mapping, and implementation plans.</td>
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<tr>
<td>HPE 549</td>
<td>EVALUATION AND ASSESSMENT METHODOLOGIES</td>
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<td>This course will focus on best practice strategies for assessment and evaluation of health professions education programs. Rubric creation and collection and utilization of program/course feedback in higher education and corporate settings will be discussed.</td>
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<tr>
<td>HRM 300</td>
<td>FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT</td>
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<td>This course explores the critical role of human resources in achieving 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 300T</td>
<td>FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT</td>
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<td></td>
<td>This course explores the critical role of human resources in achieving 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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<td>HRM 310</td>
<td>CHANGE MANAGEMENT</td>
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<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>
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<tr>
<td>HRM 324T</td>
<td>TOTAL COMPENSATION</td>
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<td>HRM 326</td>
<td>EMPLOYEE DEVELOPMENT</td>
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<tr>
<td>HRM 326T</td>
<td>EMPLOYEE DEVELOPMENT</td>
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</table>

This course explores topics in basic total compensation design and decision-making. It will provide the student with knowledge 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.

This course explores the role and relevance of employee development in today's business environment. This course will also provide students with a thorough understanding of the legalities impacting employee development, the strategic role that employee development plays in an organization, and the importance training and development have on employee motivation. The course will also explore methods of program design, development, and assessment.
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<th>Course Code</th>
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<tbody>
<tr>
<td>HRM 350</td>
<td>INTERNATIONAL HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
<td>This course is an overview of international human resources management practices with emphasis on human resources challenges and opportunities facing global business enterprises. Students will examine human resources management in the global business environment. Upon completion of this course, students will be able to identify and evaluate global HR strategies and practices to increase organizational effectiveness and efficiency.</td>
</tr>
<tr>
<td>HRM 420</td>
<td>HUMAN RESOURCE RISK MANAGEMENT</td>
<td>3</td>
<td>This course introduces students to risk management in a human resources department context. The course introduces basic risk management concepts that the student can apply to HR responsibilities of an organization to avoid or mitigate potential liabilities. Topics will include health and safety, security, crisis management, legal compliance, employment and discrimination issues.</td>
</tr>
<tr>
<td>HRM 420T</td>
<td>HUMAN RESOURCE RISK MANAGEMENT</td>
<td>3</td>
<td>This course introduces students to risk management in a human resources department context. The course introduces basic risk management concepts that the student can apply to HR responsibilities of an organization to avoid or mitigate potential liabilities. Topics will include health and safety, security, crisis management, legal compliance, employment and discrimination issues.</td>
</tr>
<tr>
<td>HRM 498</td>
<td>STRATEGIC HUMAN RESOURCE MANAGEMENT AND EMERGING ISSUES</td>
<td>3</td>
<td>This course focuses on strategic HR management and key issues that are opportunities and challenges for the HR function. The course explores how to align human resource management (HRM) with the business strategies and emerging issues facing business, and to understand the HRM competencies and leadership skills necessary to be a true strategic business partner. Students will examine what strategic HRM planning is and how to do it, as well as learning how to manage the necessary change in emerging business environments. The course will define the new roles and expectations of companies for the HRM functions.</td>
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<tr>
<td>HRM 498T</td>
<td>STRATEGIC HUMAN RESOURCE MANAGEMENT AND EMERGING ISSUES</td>
<td>3</td>
<td>This course focuses on strategic HR management and key issues that are opportunities and challenges for the HR function. The course explores how to align human resource management (HRM) with the business strategies and emerging issues facing business, and to understand the HRM competencies and leadership skills necessary to be a true strategic business partner. Students will examine what strategic HRM planning is and how to do it, as well as learning how to manage the necessary change in emerging business environments. The course will define the new roles and expectations of companies for the HRM functions.</td>
</tr>
<tr>
<td>HRM 546</td>
<td>HUMAN RESOURCE LAW</td>
<td>3</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>
</tr>
<tr>
<td>HRM 548</td>
<td>RECRUITMENT AND RETENTION PRACTICES</td>
<td>3</td>
<td>This course prepares students to evaluate and develop a workforce to attain organizational goals. Students will 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>
</tr>
<tr>
<td>HRM 552</td>
<td>ORGANIZATIONAL TRAINING AND DEVELOPMENT</td>
<td>3</td>
<td>This course applies development and training concepts to enhance organizational performance. Students will develop an employee engagement strategy. Other topics include training program development and delivery, employee relations, organizational development theories and applications, behavior issues, and performance management.</td>
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<tr>
<td>HRM 558</td>
<td>RESEARCH IN HUMAN RESOURCE MANAGEMENT</td>
<td>3</td>
<td>This course applies research methods to human resource functions. Students will 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, interviewing techniques, techniques to assess training program effectiveness, job evaluation methods, and external labor market analysis.</td>
</tr>
<tr>
<td>HRM 595</td>
<td>HUMAN RESOURCE CAPSTONE COURSE</td>
<td>3</td>
<td>This 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 strategic alignment of human resource management within the organization, global workforce planning, career and leadership development, and performance analysis and appraisal.</td>
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<tr>
<td>HRM PA533</td>
<td>HUMAN CAPITAL DEVELOPMENT IN THE PUBLIC SECTOR</td>
<td>3</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>This course overviews the foundations of Human Services as the field applies to community assistance and support. Students will identify the skills necessary to help people. Emphasis will be placed on developing healthy relationships with clients, identifying client needs and improving helping skills. Students will also examine techniques of self-care and support for the human service worker. These topics will include crisis and shock techniques, stress management, and internalization prevention of the human service professionals.</td>
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<tr>
<td>HS 215</td>
<td>INTRODUCTION TO THE HUMAN SERVICES PROFESSION</td>
<td>3</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>This course provides an introduction to the dynamic and fast-paced area of case management. Understanding the roles, responsibilities, and the planning required in successfully managing client cases are the key themes of this course. Students will examine many phases of client cases, starting with obtaining information and progressing to implementing and monitoring client action plans.</td>
</tr>
<tr>
<td>HS 235</td>
<td>PUBLIC POLICY, SOCIAL WELFARE, AND RESEARCH</td>
<td>3</td>
<td>This course explores research and information gathering methods needed to assess communities, public policy and social welfare. The tenets of public policy are explored and relationships are extrapolated based on systems of welfare, and the real-world context of meeting the needs of communities. Students examine historical perspectives of welfare systems, and basis for use in public policy. (3 credits)</td>
</tr>
<tr>
<td>HS 245</td>
<td>FUNDAMENTALS OF WORKING WITH PEOPLE</td>
<td>3</td>
<td>This course is designed to build a general overview of how to work with people. A correlation between life, family, goals, and losses is folded into the concept of working with people. This course explores the understanding of people from a high level overview, to a foundational level of how them can they be helped. Key factors are unlocked including, race, gender, social class, religious contexts and ability to achieve. The role and structure of families is explored. Emphasis is placed on how to connect people in need to services available. Students will also have an opportunity to reflect on their own biases and develop methods to avoid bias while working with people in need.</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. Using authentic contexts, students will demonstrate their skill as human service professionals. Additionally, students will construct a portfolio which includes a personal philosophy statement on their desire to work in human services and a self-reflection on their professional goals.</td>
</tr>
<tr>
<td>HSM 230</td>
<td>ETHICAL ISSUES IN HUMAN SERVICES ORGANIZATIONS</td>
<td>3</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>
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<tr>
<td>HSM 240</td>
<td>PUBLIC POLICY DEVELOPMENT IN HUMAN SERVICES</td>
<td>3</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>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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<tr>
<td>HSM 270</td>
<td>PROGRAM PLANNING AND GRANT PROPOSAL WRITING IN HUM SERV</td>
<td>3</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>
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<tr>
<td>HSN 376</td>
<td>HEALTH INFORMATION TECHNOLOGY FOR NURSING</td>
<td>3</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>
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<tr>
<td>HSN 470</td>
<td>HEALTH POLICY, LAW, AND ETHICS</td>
<td>3</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>
</tr>
<tr>
<td>HSN 476</td>
<td>HEALTHCARE POLICY AND FINANCIAL MANAGEMENT</td>
<td>3</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>
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<tr>
<td>HSN 525</td>
<td>RESEARCH METHODOLOGIES FOR THE NURSE ADMINISTRATOR</td>
<td>4</td>
<td>This course focuses on the nurse administrator’s role in overseeing the application of nursing research in diverse health care settings. A key focus is utilizing research to improve patient outcomes. Topics include research methodologies, processes for population-based research, and evidence-based practice. This course requires 20 hours of practicum.</td>
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<tr>
<td>HSN 555</td>
<td>HUMAN RESOURCES IN HEALTH CARE</td>
<td>3</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 practicum.</td>
</tr>
<tr>
<td>HSN 560</td>
<td>ORGANIZATIONAL SYSTEMS AND INFORMATICS</td>
<td>3</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 practicum.</td>
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<tr>
<td>HSN 565</td>
<td>ORGANIZATIONAL CHANGE AND NEGOTIATION</td>
<td>3</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 practicum.</td>
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<tr>
<td>HSN 570</td>
<td>FINANCIAL RESOURCE MANAGEMENT</td>
<td>3</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 practicum.</td>
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<tr>
<td>HSN 575</td>
<td>QUALITY MANAGEMENT AND OUTCOMES</td>
<td>4</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 practicum.</td>
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<tr>
<td>HST 155</td>
<td>U. S. HISTORY TO 1865</td>
<td>3</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>
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<tr>
<td>HST 165</td>
<td>U. S. HISTORY 1865 TO 1945</td>
<td>3</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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<tr>
<td>HST 175</td>
<td>THE AMERICAN EXPERIENCE</td>
<td>3</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 U.S. by applying a historical perspective to analyze contemporary issues.</td>
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<tr>
<td>HST 206</td>
<td>LATIN AMERICA</td>
<td>3</td>
<td>This course provides an overview of the history of Latin America. Topics include politics, economic development, international relations, and cultural development.</td>
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<td>HST 275</td>
<td>GLOBAL CIVILIZATIONS TO</td>
<td>3</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>HST 276</td>
<td>GLOBAL CIVILIZATIONS SINCE</td>
<td>3</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>
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<tr>
<td>HST 320</td>
<td>HISTORY RESEARCH METHODS</td>
<td>3</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>
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<tr>
<td>HST 409</td>
<td>AMERICAN REVOLUTION</td>
<td>3</td>
<td>This course examines the American Revolutionary period from 1763 to 1789. Emphasis will be given to the causes of the American Revolution, the military course of the war, the political administration of the conflict, and the cultural impact on all Americans. The course will conclude with the development of the Constitution as closure of the revolutionary era. Topics in this course will address aspects of the political, economic, social, and cultural history of the American Revolution.</td>
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<tr>
<td>HST 498</td>
<td>HISTORY CAPSTONE</td>
<td>3</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>
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<tr>
<td>HTT 201</td>
<td>INTRODUCTION TO HOSPITALITY</td>
<td>3</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, food service, and lodging industries.</td>
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<tr>
<td>HTT 211</td>
<td>HOSPITALITY, TRAVEL, AND TOURISM, SUPERVISION</td>
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<td>- This course introduces the tourism industry and its major components as well as a focus in hospitality supervisory skills. It covers current issues in tourism and their effects on the hospitality industry as a whole, including economic, political, and cultural forces, and quality of life effects on host locals. Career opportunities within travel and tourism are also discussed.</td>
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<td>HTT 221</td>
<td>IT IN HOSPITALITY</td>
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<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>
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<tr>
<td>HTT 231</td>
<td>FINANCE FOR HOSPITALITY PROFESSIONALS</td>
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<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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<td>HTT 241</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<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>
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<tr>
<td>HTT 251</td>
<td>HOSPITALITY OPERATIONS</td>
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<td>This course studies hospitality operations through the lens of the hotel and lodging industry and covers its history, growth, development, and future direction. Topics include front office procedures and interpersonal dynamics from reservations through the night audit. The course also examines the importance of guest service operations and a review of career opportunities in lodging and resorts.</td>
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<tr>
<td>HUM 105</td>
<td>WORLD MYTHOLOGY</td>
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<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>
<td>HUM 115</td>
<td>CRITICAL THINKING IN EVERYDAY LIFE</td>
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<td>Students learn how to think critically, focusing on developing the necessary tools and skills to analyze problems, make decisions, and formulate well-supported points of view on key academic, social, and professional issues.</td>
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<tr>
<td>HUM 150</td>
<td>INTRODUCTION TO FILM STUDIES</td>
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<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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<td>HUM 186</td>
<td>MEDIA INFLUENCES ON AMERICAN CULTURE</td>
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<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 United States and around the world.</td>
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<td>HUM 300</td>
<td>THE GLOBAL VILLAGE</td>
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<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>
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<td>HUM 375CA</td>
<td>INTEGRATIVE STUDIES</td>
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<td>This course introduces students to the concept of integrative studies by acknowledging the depth of separate disciplines and their interrelationships, modes of inquiry, and the use of thematic relationships and connections between subject areas in teaching and learning. Emphasis is placed on the historical development of interdisciplinary inquiry, processes for developing integrated themes including learning styles and resources, and the criteria for implementing a theme study for the content-specific multiple subject classroom.</td>
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<td>IM 300</td>
<td>DATA ORGANIZATION ARCHITECTURE</td>
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<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>IM 305</td>
<td>DATA MODELING</td>
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<td>IM 310</td>
<td>DATA ANALYTICS AND MODELING</td>
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<td>IOP 455</td>
<td>PROFESSIONAL ETHICS</td>
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<td>IOP 460</td>
<td>ORGANIZATIONAL CULTURES</td>
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<td>IOP 470</td>
<td>GROUP DYNAMICS</td>
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<td>IOP 480</td>
<td>ASSESSMENT TOOLS FOR ORGANIZATIONS</td>
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<td>IOP 490</td>
<td>CAPSTONE PROJECT</td>
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<td>ISCOM 361</td>
<td>PURCHASING AND PROCUREMENT</td>
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<td>ISCOM 370</td>
<td>STRATEGIC SUPPLY CHAIN MANAGEMENT</td>
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<td>ISCOM 374</td>
<td>INTEGRATED LOGISTICS MANAGEMENT</td>
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<td>ISCOM 383</td>
<td>GLOBAL VALUE CHAIN MANAGEMENT</td>
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<td>ISCOM 386</td>
<td>SERVICE OPERATIONS MANAGEMENT</td>
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<td>ISCOM 472</td>
<td>LEAN ENTERPRISE</td>
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<td>ISCOM 476</td>
<td>INTEGRATED SUPPLY CHAIN APPLICATIONS</td>
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<td>ISCOM 480</td>
<td>SUPPLY CHAIN MANAGEMENT CAPSTONE</td>
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<td>IST 710</td>
<td>FOUNDATIONS OF INFORMATION SYSTEMS MANAGEMENT</td>
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<td>IST 722</td>
<td>INFORMATION TECHNOLOGY FOR TEAMS</td>
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<td>IST 723</td>
<td>DEPARTMENTAL INFORMATION SYSTEMS</td>
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<td>IST 724</td>
<td>ORGANIZATIONAL INFORMATION SYSTEMS MANAGEMENT</td>
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<td>IST 731</td>
<td>PARTNERSHIP AND INDUSTRY INFORMATION SYSTEMS</td>
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<td>IST 732</td>
<td>GLOBAL INFORMATION SYSTEMS MANAGEMENT</td>
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<td>IST 733</td>
<td>INFORMATION SYSTEMS MANAGEMENT ARCHITECTURE</td>
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<td>IT 200</td>
<td>DIGITAL SKILLS FOR THE 21ST CENTURY</td>
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<tr>
<td>JRN 310</td>
<td>INTRODUCTION TO JOURNALISM</td>
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<tr>
<td>JRN 320</td>
<td>RESEARCH FOR JOURNALISM</td>
<td>3</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>This course focuses on understanding journalistic writing styles. The course begins by categorizing historical media and associating past writing styles with current styles. Differences will be identified in writing for various audiences 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>This course focuses on the application of the diverse journalistic writing techniques used in 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>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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<tr>
<td>JRN 360</td>
<td>STORYTELLING: A MULTIMEDIA APPROACH</td>
<td>3</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>
</tr>
<tr>
<td>LAW 441</td>
<td>BUSINESS LAW FOR SMALL BUSINESS AND ENTREPRENEURS</td>
<td>3</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>
</tr>
<tr>
<td>LAW 531</td>
<td>BUSINESS LAW</td>
<td>3</td>
<td>This course prepares students to evaluate the legal risks associated with business activity. Students develop methods to manage an organization's legal obligations. 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>
</tr>
<tr>
<td>LAW 531T</td>
<td>BUSINESS LAW</td>
<td>3</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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<tr>
<td>LAW PA513</td>
<td>LAW AND PUBLIC ADMINISTRATION</td>
<td>3</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>LCO 336</td>
<td>ORGANIZATIONAL COMMUNICATION THEORY</td>
<td>3</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>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 372</td>
<td>LEADERSHIP COMMUNICATION ETHICS</td>
<td>3</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>
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<tr>
<td>LCO 480</td>
<td>SOCIAL MEDIA AND THE ORGANIZATION</td>
<td>3</td>
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<tr>
<td>LDR 300</td>
<td>INNOVATIVE LEADERSHIP</td>
<td>3</td>
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<tr>
<td>LDR 300T</td>
<td>INNOVATIVE LEADERSHIP</td>
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**LCO 465: CONFLICT MANAGEMENT**
This course 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.

**LCO 480: SOCIAL MEDIA AND THE ORGANIZATION**
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.

**LDR 300: INNOVATIVE LEADERSHIP**
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.

**LDR 300T: INNOVATIVE LEADERSHIP**
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.
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<th>Course Code</th>
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<tbody>
<tr>
<td>LDR 305</td>
<td>FOUNDATIONS OF LEADERSHIP</td>
<td>3</td>
<td>This course provides an overview of leadership theories, models, and principles. Students will gain insight into effective leadership attributes, leadership styles, organizational vision, corporate responsibility, and ethical practices.</td>
</tr>
<tr>
<td>LDR 305T</td>
<td>FOUNDATIONS OF LEADERSHIP</td>
<td>3</td>
<td>This course provides an overview of leadership theories, models, and principles. Students will gain insight into effective leadership attributes, leadership styles, organizational vision, corporate responsibility, and ethical practices.</td>
</tr>
<tr>
<td>LDR 306</td>
<td>ORGANIZATIONAL LEADERSHIP: BUILDING A PERFORMANCE CULTURE</td>
<td>3</td>
<td>In this course, students will examine practices used to engage, inspire, and successfully lead people and organizations, with a focus on motivation, behavioral management, employee development and empowerment, diversity, culture, and performance improvement.</td>
</tr>
<tr>
<td>LDR 306T</td>
<td>ORGANIZATIONAL LEADERSHIP: BUILDING A PERFORMANCE CULTURE</td>
<td>3</td>
<td>In this course, students will examine practices used to engage, inspire, and successfully lead people and organizations, with a focus on motivation, behavioral management, employee development and empowerment, diversity, culture, and performance improvement.</td>
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<tr>
<td>LDR 307</td>
<td>LEADERSHIP STRATEGY AND DECISION MAKING</td>
<td>3</td>
<td>Effective decision making takes a variety of perspectives and information into account, using reliable sources and reasoned approaches in support of an overall strategy. This course investigates business tactics and problem-solving techniques used in long- and short-term planning, organizational governance, innovation and creative disruption, and efficiency improvement. Topics include business model analysis and design, resource allocation, quality enhancement, contingency planning, and entrepreneurship.</td>
</tr>
<tr>
<td>LDR 307T</td>
<td>LEADERSHIP STRATEGY AND DECISION MAKING</td>
<td>3</td>
<td>Effective decision making takes a variety of perspectives and information into account, using reliable sources and reasoned approaches in support of an overall strategy. This course investigates business tactics and problem-solving techniques used in long- and short-term planning, organizational governance, innovation and creative disruption, and efficiency improvement. Topics include business model analysis and design, resource allocation, quality enhancement, contingency planning, and entrepreneurship.</td>
</tr>
<tr>
<td>LDR 308</td>
<td>COMMUNICATION STRATEGIES FOR LEADERS</td>
<td>3</td>
<td>Timely, informative, and inclusive communication is the cornerstone of successful leadership. In this course, students will examine communication techniques used to build organizational culture, improve customer experiences, and effectively negotiate, persuade, and inspire others.</td>
</tr>
<tr>
<td>LDR 308T</td>
<td>COMMUNICATION STRATEGIES FOR LEADERS</td>
<td>3</td>
<td>Timely, informative, and inclusive communication is the cornerstone of successful leadership. In this course, students will examine communication techniques used to build organizational culture, improve customer experiences, and effectively negotiate, persuade, and inspire others.</td>
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<tr>
<td>LDR 309</td>
<td>LEADING THROUGH CHANGE</td>
<td>3</td>
<td>This course provides an overview of operational and technological considerations involved in project management and organizational change. Topics include workflow management, technology integration, mentorship and succession planning, adaptability, and transformational leadership practices.</td>
</tr>
<tr>
<td>LDR 309T</td>
<td>LEADING THROUGH CHANGE</td>
<td>3</td>
<td>This course provides an overview of operational and technological considerations involved in project management and organizational change. Topics include workflow management, technology integration, mentorship and succession planning, adaptability, and transformational leadership practices.</td>
</tr>
<tr>
<td>LDR 310</td>
<td>APPLIED LEADERSHIP CAPSTONE</td>
<td>3</td>
<td>The applied leadership capstone provides students with an opportunity to integrate content from throughout the program and demonstrate vital leadership principles and skills.</td>
</tr>
<tr>
<td>LDR 310T</td>
<td>APPLIED LEADERSHIP CAPSTONE</td>
<td>3</td>
<td>The applied leadership capstone provides students with an opportunity to integrate content from throughout the program and demonstrate vital leadership principles and skills.</td>
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<tr>
<td>LDR 320</td>
<td>INCLUSIVE LEADERSHIP: DIVERSITY IN THE WORKPLACE</td>
<td>3</td>
<td>This course provides students with an overview of inclusive leadership practices used to effectively manage and motivate employees, with a focus on cultural awareness, workplace diversity, intercultural communication strategies, change management, employee development and empowerment, and performance improvement.</td>
</tr>
<tr>
<td>LDR 320T</td>
<td>INCLUSIVE LEADERSHIP: DIVERSITY IN THE WORKPLACE</td>
<td>3</td>
<td>This course provides students with an overview of inclusive leadership practices used to effectively manage and motivate employees, with a focus on cultural awareness, workplace diversity, intercultural communication strategies, change management, employee development and empowerment, and performance improvement.</td>
</tr>
<tr>
<td>LDR 535</td>
<td>LEADING CHANGE</td>
<td>3</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 711A</td>
<td>LEADERSHIP THEORY AND PRACTICE</td>
<td>3</td>
<td>In this course, students explore the theoretical and applications-based fundamentals of leadership to advance their skills and knowledge as scholar-practitioner-leaders.</td>
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<tr>
<td>LDR 721</td>
<td>ETHICAL LEADERSHIP AND THE LEGAL LANDSCAPE</td>
<td>3</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>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>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>
</tr>
<tr>
<td>LDR 731</td>
<td>CONTEMPORARY ISSUES IN LEADERSHIP</td>
<td>3</td>
<td>This course explores successful 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>
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<tr>
<td>LDR 736</td>
<td>ARCHITECTURE OF LEADERSHIP</td>
<td>3</td>
<td>This course exposes students to historical and emerging leadership theories to enable them to develop their own individual leadership style to effectively lead in an unpredictable and rapidly changing environment. The course emphasizes the importance of leadership decision-making and maintains a strong future forward orientation in attaining organizational goals and achieving performance excellence.</td>
</tr>
<tr>
<td>LDRCB 535</td>
<td>LEADING CHANGE</td>
<td>3</td>
<td>This course applies leadership concepts to create organizational change that increases value for stakeholders. Topics include leadership theories, organizational development approaches, servant leadership, and transformation leadership. Students will create a plan to lead an organizational change in which they have no direct authority. Competency 7: The student will assess leadership theories and approaches to support organizational change. Competency 8: The student will assess organizational culture to improve alignment between the culture, mission, vision, values, and strategies. Competency 9: The student will develop strategies and tactics to implement positive organizational change.</td>
</tr>
<tr>
<td>LEO 583</td>
<td>STRATEGIC PLANNING FOR THE LAW ENFORCEMENT SECTOR</td>
<td>3</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>This course examines technologies that effect the operations and administrative responsibilities of the law enforcement executive. The course provides the student 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 personal and career goals.</td>
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<tr>
<td>LIT 235</td>
<td>SURVEY OF ENGLISH LITERATURE TO 1798</td>
<td>3</td>
<td>This course is a survey of English literature through 1798.</td>
</tr>
<tr>
<td>LIT 245</td>
<td>SURVEY OF ENGLISH LITERATURE SINCE 1798</td>
<td>3</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>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>This course is a survey of American Literature since 1860.</td>
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<td>Course Code</td>
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<tr>
<td>LIT 304</td>
<td>SHAKESPEARE</td>
<td>3</td>
<td>This course will focus on Shakespearean literature and will cover significant plays still popular today. Students will discuss the influence of Shakespeare on literary, social, and theatrical concepts.</td>
</tr>
<tr>
<td>LIT 305</td>
<td>MAJOR AMERICAN NOVEL</td>
<td>3</td>
<td>This course examines the American novel through major genres and authors.</td>
</tr>
<tr>
<td>LIT 330</td>
<td>MODERN POETRY</td>
<td>3</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>
</tr>
<tr>
<td>LIT 375</td>
<td>LITERARY THEORY AND CRITICISM</td>
<td>3</td>
<td>This course introduces students to major literary theories in the discipline, from Structuralism to Post-modernism, for use in critical analysis.</td>
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<tr>
<td>LIT 410</td>
<td>LITERATURE OF THE FANTASTIC</td>
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<tr>
<td>LSM 404</td>
<td>INTRODUCTION TO LIFESPAN MANAGEMENT</td>
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<tr>
<td>LSM 412</td>
<td>MANAGEMENT WITHIN THE LIFESPAN INDUSTRY</td>
<td>3</td>
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<tr>
<td>LSM 417</td>
<td>REGULATIONS IN LIFESPAN MANAGEMENT</td>
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This course examines the genre of science fiction and fantasy through notable authors and works.

This course introduces students to the lifespan management industry. Focus will include defining populations of lifespan management as well as industry specific terminology. Students will explore various environments and services for populations requiring care over the lifespan. Students will also be introduced to financial and quality management, as well as regulatory requirements for the industry.

This course provides students with overall management principles within the lifespan industry. Focus will be on fundamental management concepts such as planning, organizing, leading and controlling within lifespan management industry. Students will be exposed to marketing and promotion of programs and services for populations requiring care for the lifespan.

This course covers regulatory guidelines which impact the lifespan management industry. Students will explore specific regulations and compliance strategies which focus on the protection of long-term care populations. Students will also explore how various laws and regulatory agencies impact lifespan environments and services.
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<tr>
<td>LSM 423</td>
<td>FINANCIAL STRATEGIES FOR LIFESPAN MANAGEMENT</td>
<td>3</td>
<td>This course provides students with a focus on the financing and reimbursement of lifespan management. Course content will focus on financial strategies to support environments for lifespan populations. Students will also learn about various payers and reimbursement practices that impact the management of lifespan services.</td>
</tr>
<tr>
<td>LSM 429</td>
<td>LIFESPAN MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>This course is the capstone for the lifespan management content where students apply management, financial, and regulatory strategies to demonstrate industry aligned competencies. Students will explore personal and professional career goals within the lifespan management industry.</td>
</tr>
<tr>
<td>LTC 310</td>
<td>SOCIAL AND COMMUNITY RELATED PROGRAMS AND SERVICES</td>
<td>3</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>MBL 400</td>
<td>MOBILE FUNDAMENTALS</td>
<td>3</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 HTML5, CSS, and JavaScript® languages for mobile devices. On completion, participants will be able to plan, design, and create simple mobile applications.</td>
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<tr>
<td>MBL 402</td>
<td>Android Mobile Development</td>
<td>3</td>
<td>This course will cover the basics of coding for the Android™ platform. Topics include use of the Android™ APIs, persistent data retrieval and storage, testing, and publishing. On completion of the course, participants will be able to develop, test, debug, and publish working mobile applications.</td>
</tr>
<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 I. Topics include services, multithreading, networking and publishing. Upon completion of the course, participants will be able to both develop useful mobile applications and implement effective testing and deployment strategies.</td>
</tr>
<tr>
<td>MBL 406</td>
<td>iOS Mobile Development</td>
<td>3</td>
<td>This course will cover the basics of iOS programming. Topics include Swift programming language, persistent data retrieval; and storage, testing, and publishing. On completion of the course, students will be able to develop, test, debug, and publish working mobile applications.</td>
</tr>
<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 web services, media, gaming, data integration, security, and distribution. Upon completion of the course, participants will be able to develop sophisticated mobile applications and distribute as well as monetize these apps.</td>
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<tr>
<td>MFCC 537</td>
<td>CHILD AND ADOLESCENT COUNSELING</td>
<td>3</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 behaviors and learning problems are explored.</td>
</tr>
<tr>
<td>MFCC 551CA</td>
<td>LEGAL AND ETHICAL ISSUES IN MARRIAGE AND FAMILY THERAPY</td>
<td>3</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>
</tr>
<tr>
<td>MFCC 556</td>
<td>FAMILY SYSTEMS THEORY</td>
<td>3</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>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>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
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<tr>
<td>MFCC 566</td>
<td>ADVANCED MARRIAGE AND FAMILY THERAPY</td>
<td>3</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 567</td>
<td>SEMINAR IN MARRIAGE AND FAMILY COUNSELING</td>
<td>3</td>
<td>In this course, students will be required to apply marriage and family counseling theory, along with therapy skills acquired throughout the program. Students will gain a deeper understanding of working with diverse families, families in transition, families with mental health issues, families facing crisis and trauma, along with current trends in marriage and family counseling.</td>
</tr>
<tr>
<td>MFCC 591</td>
<td>PRE-PRACTICUM IN MARRIAGE AND FAMILY COUNSELING</td>
<td>3</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>
</tr>
<tr>
<td>MFCC 591O</td>
<td>ORIENTATION TO PRACTICUM IN MARRIAGE AND FAMILY COUNSELING</td>
<td>0</td>
<td>This course is an orientation to the pre-practicum and practicum courses.</td>
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</tbody>
</table>
### MFCC 592: PRACTICUM

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.

### MFCC 597A: INTERNSHIP A

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.

### MFCC 597B: INTERNSHIP B

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.

### MFCC 597C: INTERNSHIP

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), 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MFCC 599A</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING A</td>
<td>3</td>
</tr>
<tr>
<td></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>
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<td></td>
<td>Practicum in Marriage and Family Counseling is a 600-hour clinical experience required of all MSC students. The practicum is divided into two 300-hour sections, each lasting 15 weeks (Nevada has three 200-hour sections). The practicum 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>MFCC 599C</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING C</td>
<td>3</td>
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<td></td>
<td>Practicum in Marriage and Family Counseling is a 600-hour clinical experience required of all MSC students. The practicum is divided into two 300-hour sections, each lasting 15 weeks (Nevada has three 200-hour sections). The practicum 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>MGT 230</td>
<td>MANAGEMENT THEORY AND PRACTICE</td>
<td>3</td>
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<td></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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<td>Course Code</td>
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<tr>
<td>MGT 312</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>3</td>
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<tr>
<td>MGT 312T</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>3</td>
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<tr>
<td>MGT 314</td>
<td>HOSPITALITY ENTREPRENEURSHIP</td>
<td>3</td>
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<tr>
<td>MGT 316</td>
<td>MANAGING WITH A GLOBAL MINDSET</td>
<td>3</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>MGT 316T</td>
<td>MANAGING WITH A GLOBAL MINDSET</td>
<td>3</td>
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<td></td>
<td>In this course, students will examine primary business functions, economic systems, operational processes, and decision-making principles used to effectively manage business operations.</td>
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<tr>
<td>MGT 330</td>
<td>MANAGEMENT THEORY, PRACTICE, AND APPLICATION</td>
<td>3</td>
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<td></td>
<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 362</td>
<td>CHANGE MANAGEMENT AND IMPLEMENTATION</td>
<td>3</td>
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<td></td>
<td>This course will provide students with an overview of the role that business analytics has in the preparation and implementation of change management throughout a project. Students will examine the functions of change management to apply them to activities to meet the strategic and operational plans of an organization. Upon completion of this course, students will understand the importance of the integration of data and decision making on change processes and project management methodologies to implement changes throughout an organization. Focus will also be on managing change to ensure high performance, quality, and operational effectiveness.</td>
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<tr>
<td>MGT 362T</td>
<td>CHANGE MANAGEMENT AND IMPLEMENTATION</td>
<td>3</td>
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<td></td>
<td>This course will provide students with an overview of the role that business analytics has in the preparation and implementation of change management throughout a project. Students will examine the functions of change management to apply them to activities to meet the strategic and operational plans of an organization. Upon completion of this course, students will understand the importance of the integration of data and decision making on change processes and project management methodologies to implement changes throughout an organization. Focus will also be on managing change to ensure high performance, quality, and operational effectiveness.</td>
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<td>Course Code</td>
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<tr>
<td>MGT 401</td>
<td>SMALL BUSINESS: STRUCTURE, PLANNING, FUNDING</td>
<td>3</td>
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<tr>
<td>MGT 411</td>
<td>INNOVATIVE AND CREATIVE BUSINESS THINKING</td>
<td>3</td>
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<td>MGT 418</td>
<td>EVALUATING NEW BUSINESS OPPORTUNITIES</td>
<td>3</td>
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<tr>
<td>MGT 420</td>
<td>MANAGING QUALITY IN THE SUPPLY CHAIN</td>
<td>3</td>
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<td>Course Code</td>
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<tr>
<td>MGT 434</td>
<td>EMPLOYMENT LAW</td>
<td>3</td>
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<tr>
<td>MGT 434T</td>
<td>EMPLOYMENT LAW</td>
<td>3</td>
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<tr>
<td>MGT 445</td>
<td>ORGANIZATIONAL NEGOTIATIONS</td>
<td>3</td>
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<tr>
<td>MGT 448</td>
<td>GLOBAL BUSINESS STRATEGIES</td>
<td>3</td>
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</table>

This course provides an overview of federal statutes and state-regulated areas that affect the personnel function. Among topics addressed are EEO and affirmative action, OSHA, ERISA, FMLA, and ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); and wrongful discharge.

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function. Among the topics addressed are EEO and affirmative action, OSHA, ERISA, FMLA, and ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); and wrongful discharge.

This course provides an overview of negotiations in an organizational setting. Students learn negotiation processes and strategies, the role of stakeholder interests in negotiation, and how to apply these concepts to the workplace. Students also examine conflict management techniques and emerging negotiation trends in globalization and technology.

The manager's perspective in the fields of international payments, international trade, and investment are analyzed. Emphasis is given to the materials and concepts that illuminate the strategies, structure, practices, and effects of multinational enterprises.
<p>| MGT 465 | SMALL BUSINESS AND ENTREPRENEURIAL PLANNING | 3 | 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 a strategic application of financial planning, capital management, marketing, people management, and leadership. Special emphasis is placed on adapting the business plan to the realistic needs of a small business owner and entrepreneur. |
| MGT 498 | STRATEGIC MANAGEMENT | 3 | 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. Special emphasis is placed on business ethics, sustainability, innovation, and the legal environment of business. |
| MGT 521T | MANAGEMENT | 3 | This course allows students to explore the competencies of successful managers to understand the functions of business. Students develop an increased awareness of management theories, business processes, and 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. |
| MGT 526 | MANAGING IN A CHANGING ENVIRONMENT | 3 | This course covers the skills and techniques managers need to provide leadership and direction within a changing organizational environment. Students will examine fast-paced changes including evolving demographics and emerging technologies and how they relate to innovative talent management, leadership, and managerial responses to addressing future organizational challenges. |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGT 527</td>
<td>CONSULTING</td>
<td>3</td>
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<tr>
<td></td>
<td>This course applies the tools available to</td>
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<tr>
<td></td>
<td>University of Phoenix graduate students and the</td>
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<td></td>
<td>competencies of successful individuals who</td>
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<td></td>
<td>exercise influence within an organization but</td>
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<tr>
<td></td>
<td>have no direct authority to make changes or</td>
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<td></td>
<td>implement programs. Students learn their own</td>
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<td></td>
<td>perceptions and values to communicate more</td>
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<tr>
<td></td>
<td>effectively with others. Other topics include</td>
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<tr>
<td></td>
<td>Master of Management program goals, argument</td>
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<tr>
<td></td>
<td>construction, decision making, collaboration,</td>
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<tr>
<td></td>
<td>and academic research.</td>
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<tr>
<td>MGT 538</td>
<td>MANAGING IN A CROSS-CULTURAL ENVIRONMENT</td>
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<td></td>
<td>This course prepares students on how to manage</td>
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<td></td>
<td>across global dimensions of culture. Students</td>
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<td>will create a training plan for enhancing</td>
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<td></td>
<td>cultural awareness and inclusion within a</td>
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<td></td>
<td>cross-border organization. Other topics include</td>
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<td></td>
<td>cross-cultural communication, differences in</td>
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<td></td>
<td>decision making, values, motivation, and</td>
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<td></td>
<td>leadership.</td>
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<tr>
<td>MGT 576</td>
<td>OPPORTUNITY EVALUATION AND VALUE CREATION</td>
<td>3</td>
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<tr>
<td></td>
<td>This course examines the processes of</td>
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<tr>
<td></td>
<td>identifying, exploring, and exploiting</td>
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<td></td>
<td>opportunities for value creation-economic,</td>
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<tr>
<td></td>
<td>social and/or environmental value. Students will</td>
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<td></td>
<td>learn how to create value within a large</td>
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<tr>
<td></td>
<td>organization or entrepreneurial venture, a</td>
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<tr>
<td></td>
<td>critical skill enabling entrepreneurial thinking.</td>
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<td></td>
<td>Students will gain exposure to strategic</td>
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<td></td>
<td>thinking, creation of competitive advantage,</td>
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<td></td>
<td>monitoring of entrepreneurial opportunities,</td>
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<td></td>
<td>alliances, acquisitions, and restructurings.</td>
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<tr>
<td>MGT 598</td>
<td>CONSULTING PROJECT</td>
<td>3</td>
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<tr>
<td></td>
<td>This course applies student understanding of</td>
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<td></td>
<td>organizations and project management to the</td>
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<tr>
<td></td>
<td>development of a consulting project. The course</td>
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<tr>
<td></td>
<td>requires students to synthesize and integrate</td>
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<tr>
<td></td>
<td>theory and practice from all prior courses in</td>
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<tr>
<td></td>
<td>the program.</td>
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<td>Course Code</td>
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<tr>
<td>MGT 711</td>
<td>STRATEGIC OPPORTUNITIES IN AN INTERNET-BASED GLOBAL ECONOMY</td>
<td>3</td>
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<tr>
<td>MGT 716</td>
<td>MANAGEMENT PHILOSOPHIES</td>
<td>3</td>
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<tr>
<td>MGT 721</td>
<td>MANAGING THE RISKS IN A GLOBAL ENVIRONMENT</td>
<td>3</td>
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<tr>
<td>MGT 726</td>
<td>EMERGING MANAGERIAL PRACTICES</td>
<td>3</td>
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<tr>
<td>MGT 736</td>
<td>CONTEMPORARY SYSTEMS MANAGEMENT</td>
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<td>MGTCB 526</td>
<td>MANAGING IN A CHANGING ENVIRONMENT</td>
<td>3</td>
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<tr>
<td>MGTCB 576</td>
<td>OPPORTUNITY EVALUATION AND VALUE CREATION</td>
<td>3</td>
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<tr>
<td>MHA 505</td>
<td>SYSTEMS THINKING IN HEALTH CARE ENVIRONMENTS</td>
<td>3</td>
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<td>MHA 506</td>
<td>ETHICAL MARKETING: THE NEW HEALTH CARE ECONOMICS</td>
<td>3</td>
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<tr>
<td>MHA 507</td>
<td>LEVERAGING INFORMATICS IN THE HEALTH SECTOR</td>
<td>3</td>
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<td>MHA 508</td>
<td>NAVIGATING THE REGULATORY ENVIRONMENT IN HEALTH CARE</td>
<td>3</td>
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<td>MHA 515</td>
<td>SCANNING THE HEALTH SECTOR AS AN INDUSTRY EXPERT</td>
<td>3</td>
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<tr>
<td>MHA 516</td>
<td>OPERATING IN STRUCTURE: HEALTH SECTOR POLICY AND GOVERNANCE</td>
<td>3</td>
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<tr>
<td>MHA 520</td>
<td>SECTOR STAKEHOLDERS: IDENTIFYING AND CULTIVATING ALLIANCES</td>
<td>3</td>
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<td>MHA 542</td>
<td>LEADING WITH AUTHENTICITY IN THE HEALTH SECTOR</td>
<td>3</td>
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<td>MHA 543</td>
<td>TACKLING THE TALENT WAR IN THE HEALTH SECTOR</td>
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<td>MHA 560</td>
<td>CREATING A SUSTAINABLE LEGACY: HEALTHY COMMUNITIES</td>
<td>3</td>
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<td>MHA 598</td>
<td>LEVERAGING RESULTS TO BUILD BRAND IN THE HEALTH SECTOR</td>
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<td>MHA 599</td>
<td>CAPSTONE: LEADING THE ORGANIZATION THROUGH CHANGE</td>
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<td>MKT 310</td>
<td>PERSONAL SELLING</td>
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<tr>
<td>Course Code</td>
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<td>MKT 320</td>
<td>BUSINESS-TO-BUSINESS SALES MANAGEMENT</td>
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<td>MKT 360</td>
<td>SALES FORCE MANAGEMENT</td>
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<tr>
<td>MKT 421</td>
<td>MARKETING</td>
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<td>MKT 421T</td>
<td>MARKETING</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>MKT 440</td>
<td>FUNDAMENTALS OF DIGITAL MARKETING</td>
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<tr>
<td>Code</td>
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<td>MKT 441</td>
<td>MARKETING RESEARCH</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>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 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>Course Code</td>
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<tr>
<td>MKT 544</td>
<td>INTEGRATED MARKETING COMMUNICATIONS</td>
<td>3</td>
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<tr>
<td>MKT 554</td>
<td>CONSUMER BEHAVIOR</td>
<td>3</td>
</tr>
<tr>
<td>MKT 562</td>
<td>ADVANCED INTERNATIONAL MARKETING</td>
<td>3</td>
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<tr>
<td>MKT 574</td>
<td>MARKETING: SOCIAL, MOBILE, AND ANALYTICS</td>
<td>3</td>
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<tr>
<td>MKT 575</td>
<td>MARKETING STRATEGY</td>
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<td>This course prepares students to manage the marketing process. Using creative problem-solving and decision-making skills, students will learn to identify market trends, prepare an industry analysis, and plan a marketing strategy to achieve organizational goals. Students will also become familiar with the concepts of consumer behavior, competitive advantage, branding, target market opportunities, and market differentiation and positioning.</td>
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<tr>
<td>MKT 578</td>
<td>PUBLIC RELATIONS</td>
<td>3</td>
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<td></td>
<td>This course prepares students to evaluate the use of public relations in meeting organizational objectives. Students will create a response to a given public relations challenge. Other topics include media relations, promotion, public relations tools, publicity, and ethics.</td>
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<tr>
<td>MKT 593</td>
<td>PRODUCT DESIGN AND DEVELOPMENT</td>
<td>3</td>
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<td>In this content area capstone course, students design an innovative product or service that satisfies an unmet consumer need. Students use applied qualitative and quantitative research methods to identify opportunities or new product features that reflect the latest market trends. Topics include market environmental analysis, marketing strategy, the marketing process, product development, market research techniques, ethics and social responsibility, innovation and diffusion, pricing strategy, and strategic marketing issues.</td>
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<tr>
<td>MKT 711</td>
<td>MARKETING AND MANAGING THE CUSTOMER RELATIONSHIP</td>
<td>3</td>
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<td>This course evaluates how organizations manage relationships with their customers and apply research-based marketing information to the development and marketing of products and services tailored to target customers. Topics include market segmentation, target marketing, delivering superior value, relationship marketing, ethics, and marketing strategy.</td>
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<tr>
<td>MKTCB 574</td>
<td>MARKETING: SOCIAL, MOBILE, AND ANALYTICS</td>
<td>3</td>
</tr>
<tr>
<td>MPA 503</td>
<td>PUBLIC ADMINISTRATION INSTITUTIONS AND PROCESSES</td>
<td>3</td>
</tr>
<tr>
<td>MPA 533</td>
<td>LEADING ORGANIZATIONAL CHANGE IN THE PUBLIC SECTOR</td>
<td>3</td>
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<tr>
<td>MPA 543</td>
<td>DATA ANALYSIS FOR PUBLIC POLICY AND MANAGEMENT</td>
<td>3</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MPA 553</td>
<td>PUBLIC FINANCE</td>
<td>3</td>
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<tr>
<td>MPA 563</td>
<td>PUBLIC BUDGETING</td>
<td>3</td>
</tr>
<tr>
<td>MPA 573</td>
<td>PROGRAM EVALUATION</td>
<td>3</td>
</tr>
<tr>
<td>MPA 583</td>
<td>PUBLIC POLICY PLANNING AND IMPLEMENTATION</td>
<td>3</td>
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<tr>
<td>Course Code</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>
<td>3</td>
</tr>
<tr>
<td>MPH 510</td>
<td>PUBLIC HEALTH PROFESSIONAL PRACTICE</td>
<td>3</td>
</tr>
<tr>
<td>MPH 520</td>
<td>SOCIAL AND BEHAVIORAL ASPECTS OF PUBLIC HEALTH</td>
<td>3</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MPH 530</td>
<td>EPIDEMIOLOGY CONCEPTS AND PUBLIC HEALTH DISEASES</td>
<td>3</td>
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<td>This course provides an introduction to the skills needed by public health professionals to critically interpret disease. The main concepts of this course will cover distributions and determinants of disease, disabilities, injury, and death in human populations. This course provides an opportunity for learners to apply epidemiology concepts to case studies.</td>
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<tr>
<td>MPH 540</td>
<td>ENVIRONMENTAL AND OCCUPATIONAL HEALTH MANAGEMENT</td>
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<td>This course provides a foundation to the ecological basis of health and disease. The application of the principles and framework of ecosystems in managing public health initiatives are addressed, including the social, biological, physical, and chemical factors that affect the health of organizations and communities. Hazardous agents found in occupational environments are reviewed for their potential health effects, and procedures for prevention of occupational illnesses and injuries are examined.</td>
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<tr>
<td>MPH 550</td>
<td>PUBLIC HEALTH STATISTICS</td>
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<td>This course focuses on the development and application of health statistics and reasoning; and will discuss methods of addressing, analyzing, and solving problems in public health. The collection, storage, retrieval, analysis and interpretation of health data, and the design and analysis of health-related surveys and experiments are central to the practice of health data analysis.</td>
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<tr>
<td>MPH 560</td>
<td>PUBLIC HEALTH SYSTEMS AND SERVICES ADMINISTRATION</td>
<td>3</td>
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<td>This course will introduce U.S. public health delivery systems and administration and management of these systems. Major components of administration and management principles within a health system or organization are examined, including the organization and financing of health care systems, access to health care, regulation and policy issues, and the health care workforce.</td>
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<tr>
<td>MPH 570</td>
<td>PUBLIC HEALTH POLICY AND LEADERSHIP</td>
<td>3</td>
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<td>MPH 600</td>
<td>COMMUNITY RESILIENCY AND RESPONSE PREPAREDNESS</td>
<td>3</td>
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<tr>
<td>MPH 601</td>
<td>PUBLIC HEALTH PROMOTION AND EDUCATION</td>
<td>3</td>
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<tr>
<td>MPH 602</td>
<td>PUBLIC HEALTH COMMUNICATION AND ADVOCACY</td>
<td>3</td>
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<tr>
<td>MPH 603</td>
<td>RACE AND ETHNICITY DETERMINANTS OF HEALTH</td>
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<td>MPH 604</td>
<td>SPECIAL TOPICS IN PUBLIC HEALTH</td>
<td>3</td>
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<td>MPH 680</td>
<td>COMMUNITY HEALTH LEADERSHIP EXPERIENCE I</td>
<td>3</td>
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<td>MPH 690</td>
<td>COMMUNITY HEALTH LEADERSHIP EXPERIENCE II</td>
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<tr>
<td>MTE 001</td>
<td>Orientation to Teacher Education</td>
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<tr>
<td>MTE 501</td>
<td>THE ART AND SCIENCE OF TEACHING</td>
<td>2</td>
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<tr>
<td>MTE 503</td>
<td>ORIENTATION TO ALTERNATIVE PATHWAY CERTIFICATE</td>
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<tr>
<td>MTE 506</td>
<td>CHILD AND ADOLESCENT DEVELOPMENT</td>
<td>2</td>
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<tr>
<td>MTE 507</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
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<tr>
<td>MTE 507CA</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
<td>0</td>
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<tr>
<td>MTE 510</td>
<td>Professional Knowledge, Skills, and Dispositions</td>
<td>1</td>
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<tr>
<td>MTE 511</td>
<td>Child/Adolescent Growth, Development, and Learning</td>
<td>3</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MTE 512</td>
<td>Teaching the Exceptional Learner</td>
<td>3</td>
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<tr>
<td>MTE 513</td>
<td>Evaluation and Data Literacy</td>
<td>3</td>
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<tr>
<td>MTE 516</td>
<td>Foundations of the Professional Educator</td>
<td>3</td>
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<tr>
<td>MTE 517</td>
<td>TECHNOLOGY INTEGRATION FOR EDUCATORS</td>
<td>3</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MTE 518</td>
<td>MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES</td>
<td>3</td>
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<tr>
<td>MTE 522</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
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<tr>
<td>MTE 522CA</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE FOR ELEM SETTINGS</td>
<td>3</td>
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<tr>
<td>MTE 523</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
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<tr>
<td>MTE 523CA</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
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<tr>
<td>MTE 528CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: VISUAL ARTS</td>
<td>3</td>
</tr>
<tr>
<td>MTE 529</td>
<td>READING AND PHONOLOGICAL THEORY</td>
<td>2</td>
</tr>
<tr>
<td>MTE 531</td>
<td>CURRICULUM CONST &amp; ASSMT: HISTORY/SOCIAL SCIENCE</td>
<td>2</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MTE 533</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SCIENCE AND MATHEMATICS</td>
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<td>This course focuses on the pedagogy and assessment strategies that enhance learning in science and mathematics. Integrated content, interdisciplinary teaching, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of math and science are explored. This course provides students with an opportunity to develop the ability to evaluate and use instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
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<tr>
<td>MTE 534</td>
<td>CURRICULUM CONST &amp; ASSMT: VISUAL AND PERFORMING ARTS</td>
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<td>This course defines and provides a context for teaching and assessing students in the area of visual and performing 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>MTE 536</td>
<td>CHILDREN'S LITERATURE</td>
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<td>This course will examine the use of children's literature in the elementary school classroom. Various genres will be studied as well as the application of children's literature to instruction and assessment in reading. Methods for incorporating the use of children's literature in all content areas will also be examined.</td>
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<tr>
<td>MTE 537</td>
<td>CURRICULUM CONST &amp; ASSMT: PHYSICAL EDUCATION and HEALTH</td>
<td>2</td>
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<td>This course 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 a scope and sequence, and 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, gain knowledge of human movement, learn the rules and strategies of games and sports, and develop self-confidence and self-worth. This course also includes framework-based teaching strategies effective in helping K-8 students achieve the goals of lifelong health; understand growth and development; and utilize health-related information, products, and services. Instructional approaches for the integration of physical education and health with other content areas are explored.</td>
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<tr>
<td>MTE 541CA</td>
<td>LANGUAGE DEVELOPMENT FOR SECONDARY SETTINGS</td>
<td>2</td>
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<tr>
<td>MTE 551</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: PHYSICAL EDUCATION</td>
<td>3</td>
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<tr>
<td>MTE 556</td>
<td>CURR CONSTR &amp; ASSESS: DISTANCE ED METHODS FOR SEC SCHOOLS</td>
<td>3</td>
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<tr>
<td>MTE 559</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY METHODS</td>
<td>3</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MTE 562</td>
<td>ASSESSMENT AND EVALUATION</td>
<td>3</td>
</tr>
<tr>
<td>MTE 564CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY MATHEMATICS</td>
<td>3</td>
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<tr>
<td>MTE 566</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH/LANGUAGE ARTS</td>
<td>3</td>
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<tr>
<td>MTE 566CA</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH/LANGUAGE ARTS</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MTE 567</td>
<td>CURRICULUM CONST &amp; ASSEMT: SECONDARY HISTORY/SOCIAL SCIENCE</td>
<td>3</td>
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<tr>
<td>MTE 567CA</td>
<td>CURRICULUM CONST &amp; ASSEMT: SECONDARY HISTORY/SOCIAL SCIENCE</td>
<td>3</td>
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<tr>
<td>MTE 569</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY SCIENCE</td>
<td>3</td>
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<tr>
<td>MTE 569CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY SCIENCE</td>
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<tr>
<td>Course Code</td>
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<td>Credit Hours</td>
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<tr>
<td>MTE 583</td>
<td>STUDENT TEACHING</td>
<td>8</td>
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<tr>
<td>MTH 110</td>
<td>HISTORY OF MATHEMATICS</td>
<td>1</td>
</tr>
<tr>
<td>MTH 210</td>
<td>FUNDAMENTALS OF GEOMETRY</td>
<td>3</td>
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<tr>
<td>MTH 213</td>
<td>Mathematics for Elementary Educators I</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
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<tr>
<td>MTH 214</td>
<td>Mathematics for Elementary Educators II</td>
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<td>This is the second course in a two-part series designed for K-8 pre-service teachers to address a conceptual understanding of mathematics taught in elementary school. The focus of part two will be on measurement, geometry, probability, and data analysis.</td>
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<td>MTH 215</td>
<td>QUANTITATIVE REASONING I</td>
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<td>Students apply advanced quantitative reasoning skills to solve real world problems. This course emphasizes modeling skills, statistical methods, and probability to create, analyze, and communicate solutions.</td>
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<tr>
<td>MTH 215T</td>
<td>QUANTITATIVE REASONING I</td>
<td>3</td>
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<tr>
<td></td>
<td>Students apply advanced quantitative reasoning skills to solve real world problems. This course emphasizes modeling skills, statistical methods, and probability to create, analyze, and communicate solutions.</td>
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<tr>
<td>MTH 216</td>
<td>QUANTITATIVE REASONING II</td>
<td>3</td>
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<td>This applications-driven course prepares students to critically analyze and solve problems using quantitative reasoning. Students approach real world scenarios using numerous reasoning skills and mathematical literacy to draw conclusions.</td>
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<tr>
<td>MTH 216T</td>
<td>QUANTITATIVE REASONING II</td>
<td>3</td>
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<td></td>
<td>This applications-driven course prepares students to critically analyze and solve problems using quantitative reasoning. Students approach real world scenarios using numerous reasoning skills and mathematical literacy to draw conclusions.</td>
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<td>MTH 217</td>
<td>STATISTICS I</td>
<td>3</td>
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<td>Students collect, analyze, and interpret data as they examine the role of statistical analysis and statistical terminology. Students also apply appropriate statistical techniques and analytical reasoning in real-world problems to communicate logical arguments and models. The course topics includes probability, statistics, and quantitative reasoning.</td>
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<td>MTH 218</td>
<td>STATISTICS II</td>
<td>3</td>
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<td>Students apply elementary probability theory, descriptive and inferential statistics, and reasoning to real-world situations. The course embeds foundational skill into topics including probability, statistics, and reasoning.</td>
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<td>MTH 219</td>
<td>INTRODUCTION TO COLLEGE ALGEBRA</td>
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<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>
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<tr>
<td>MTH 219T</td>
<td>INTRODUCTION TO COLLEGE ALGEBRA</td>
<td>3</td>
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<td>MTH 220</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
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<td>MTH 220T</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
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<tr>
<td>MTH 221</td>
<td>DISCRETE MATH FOR INFORMATION TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>MTH 280</td>
<td>CALCULUS I</td>
<td>4</td>
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<tr>
<td>MTH 290</td>
<td>CALCULUS II</td>
<td>4</td>
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<tr>
<td>MTH 360</td>
<td>LINEAR ALGEBRA</td>
<td>3</td>
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<tr>
<td>MTH 380</td>
<td>CALCULUS III</td>
<td>3</td>
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<td>Course Code</td>
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<tr>
<td>MTH 463</td>
<td>APPLIED STATISTICS</td>
<td>3</td>
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<tr>
<td>MTH 530</td>
<td>LINEAR ALGEBRA</td>
<td>3</td>
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<tr>
<td>MTH 535</td>
<td>GEOMETRY</td>
<td>3</td>
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<tr>
<td>MTH 540</td>
<td>STATISTICS</td>
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<tr>
<td>MTH 575</td>
<td>MATHEMATICS INSTRUCTION FOR SPECIAL EDUCATION</td>
<td>3</td>
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<td></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 diverse learners. In addition, this course will provide teacher 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>NRP 507</td>
<td>ADVANCED PHARMACOLOGY</td>
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<td></td>
<td>This course provides the nurse practitioner student with the information and skills to initiate and monitor drug therapy. This course integrates advanced 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. The practical application of important concepts used in clinical practice for patients across the lifespan is emphasized.</td>
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<tr>
<td>NRP 507CA</td>
<td>ADVANCED PHARMACOLOGY</td>
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<td></td>
<td>This course provides the nurse practitioner student with the information and skills to initiate and monitor drug therapy. This course integrates advanced 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. The practical application of important concepts used in clinical practice for patients across the lifespan is emphasized.</td>
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<tr>
<td>NRP 508</td>
<td>HEALTH POLICY AND ROLE OF THE ADVANCED PRACTICE NURSE</td>
<td>4</td>
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<td>This course discusses the history and development of advanced practice nursing roles and competencies, as well as the organizational and regulatory scope of practice. Students examine the impact and evolution of role transition, certification, and professional activities. Health care changes and their impact on advanced practice nursing are addressed. The impact of health care policy, managed care, and concepts related to financial responsibility within health care delivery systems are examined. This course provides the health care professional with the necessary strategies to address ethical issues. Research principles applicable to advanced practice nursing are discussed and reinforced.</td>
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<tr>
<td>NRP 508CA</td>
<td>HEALTH POLICY AND ROLE OF THE ADVANCED PRACTICE NURSE</td>
<td>4</td>
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<tr>
<td>NRP 511</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
<td>4</td>
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<tr>
<td>NRP 511CA</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
<td>4</td>
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<tr>
<td>NRP 513</td>
<td>CLINICAL APPLICATIONS OF THEORY AND RESEARCH</td>
<td>4</td>
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<tr>
<td>NRP 513CA</td>
<td>CLINICAL APPLICATIONS OF THEORY AND RESEARCH</td>
<td>4</td>
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<td>NRP 516</td>
<td>ADVANCED HEALTH ASSESSMENT</td>
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<td>NRP 531</td>
<td>ADVANCED HEALTH ASSESSMENT I</td>
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<td>NRP 540</td>
<td>MANAGEMENT OF PEDIATRIC AND ADOLESCENT POPULATIONS</td>
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<td>NRP 543CA</td>
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<td>NRP 545A</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
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<tr>
<td>NRP 545B</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
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<td>NRP 552</td>
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<td>NRP 555</td>
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<td>NRP 555CA</td>
<td>ADULT AND GERIATRIC MANAGEMENT I</td>
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<tr>
<td>NRP 556</td>
<td>ADULT AND GERIATRIC MANAGEMENT II</td>
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<td>ADULT AND GERIATRIC MANAGEMENT II</td>
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<tr>
<td>NRP 560</td>
<td>MANAGEMENT OF WOMEN’S HEALTH ISSUES</td>
<td>4</td>
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<td>NRP 563</td>
<td>MANAGEMENT OF WOMEN’S HEALTH ISSUES</td>
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<td>NRP 566</td>
<td>PRECEPTORSHIP</td>
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<td>NRP 571</td>
<td>ADVANCED HEALTH ASSESSMENT II AND CLINICAL PROCEDURES</td>
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<td>NRP 590</td>
<td>FINAL PRECEPTORSHIP</td>
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<td>NSG 302</td>
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<td>NSG 345</td>
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<td>NSG 410</td>
<td>PSYCHIATRIC AND MENTAL HEALTH NURSING</td>
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<td>NSG 411</td>
<td>CARE OF THE MENTAL HEALTH PATIENT</td>
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<td>NSG 416</td>
<td>THEORETICAL DEVELOPMENT AND CONCEPTUAL FRAMEWORKS</td>
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<td>NSG 420</td>
<td>COMMUNITY AND FAMILY NURSING</td>
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<td>CARE OF THE FAMILY AND COMMUNITY</td>
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<tr>
<td>NSG 426</td>
<td>INTEGRITY IN PRACTICE: ETHIC AND LEGAL CONSIDERATIONS</td>
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<tr>
<td>NSG 430</td>
<td>EVIDENCE-BASED PRACTICE &amp; INFORMATION TECH IN HEALTH CARE</td>
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<td>NSG 435</td>
<td>MATERNAL - CHILD NURSING</td>
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<td>NSG 436</td>
<td>CARE OF THE MATERNAL-CHILD PATIENT</td>
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<td>NSG 440</td>
<td>PEDIATRIC NURSING</td>
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<td>EPIDEMIOLOGY AND GLOBAL HEALTH</td>
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<td>NSG 452</td>
<td>PUBLIC AND GLOBAL HEALTH</td>
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<td>RESEARCH OUTCOMES MANAGEMENT FOR THE PRACTICING NURSE</td>
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<td>INFLUENCING QUALITY WITHIN HEALTHCARE</td>
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<td>NSG 470</td>
<td>NURSING LEADERSHIP AND MANAGEMENT</td>
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<td>NSG 471</td>
<td>NURSING LEADERSHIP AND MANAGEMENT</td>
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<td>NSG 478</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
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<td>NSG 478CA</td>
<td>Promoting Healthy Communities</td>
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<td>NSG 480</td>
<td>NURSING SYNTHESIS</td>
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<td>INFLUENCING NURSING PRACTICE</td>
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<td>NSG 482</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
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<td>NSG 482CA</td>
<td>Promoting Healthy Communities</td>
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<td>NSG 485</td>
<td>PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION</td>
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<td>NSG 485CA</td>
<td>Public Health: Health Promotion and Disease Prevention</td>
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<td>NSG 486</td>
<td>PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION</td>
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<td>NSG 486CA</td>
<td>Public Health: Health Promotion and Disease Prevention</td>
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<td>NSG 495</td>
<td>SENIOR LEADERSHIP PROJECT</td>
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<td>NSG 498</td>
<td>SENIOR LEADERSHIP PRACTICUM</td>
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<td>NSG 501</td>
<td>PATHOPHYSIOLOGY, ASSESSMENT VARIABLES AND PHARMACOLOGY I</td>
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<td>NSG 502</td>
<td>PATHOPHYSIOLOGY, ASSESSMENT VARIABLES AND PHARMACOLOGY II</td>
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<td>NSG 511</td>
<td>CONTEMPORARY NURSING PRACTICE</td>
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<td>NSG 512</td>
<td>NURSING RESEARCH</td>
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<td>HEALTH LAW, POLICY, ETHICS, AND GLOBAL TRENDS</td>
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<tr>
<td>NSG 516AD</td>
<td>PRACTICUM I</td>
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<tr>
<td>NSG 516ED</td>
<td>PRACTICUM I</td>
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<td>NSG 516IN</td>
<td>PRACTICUM I</td>
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<tr>
<td>NSG 517AD</td>
<td>PRACTICUM II</td>
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</tbody>
</table>

The capstone experience for the Master of Nursing programs is offered through a set of two (3-credit, 30-practicum hour) courses: NSG/516 and NSG/517. Together, these courses guide the student through the following stages of the practicum project: needs assessment, development plan, implementation, deconstruction, evaluation, and dissemination.
<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>NSG 517ED</td>
<td>PRACTICUM II</td>
<td>3</td>
<td>The capstone experience for the Master of Nursing programs is offered through a set of two (3-credit, 30-practicum hour) courses: NSG/516 and NSG/517. Together, these courses guide the student through the following stages of the practicum project: needs assessment, development plan, implementation, deconstruction, evaluation, and dissemination.</td>
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<tr>
<td>NSG 517IN</td>
<td>PRACTICUM II</td>
<td>3</td>
<td>The capstone experience for the Master of Nursing programs is offered through a set of two (3-credit, 30-practicum hour) courses: NSG/516 and NSG/517. Together, these courses guide the student through the following stages of the practicum project: needs assessment, development plan, implementation, deconstruction, evaluation, and dissemination.</td>
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<tr>
<td>NSG 531</td>
<td>PROGRAM AND COURSE DEVELOPMENT</td>
<td>3</td>
<td>Nurse educators are responsible for creating programs and courses for diverse settings while aligning to multiple regulations and standards for nursing education. Completing a needs assessment and developing effective programs and courses through a systematic framework is critical. Learners will evaluate instructional methods and theories for teaching and learning and will differentiate between the strategies used to develop, implement, and evaluate educational programs.</td>
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<tr>
<td>NSG 532</td>
<td>INNOVATIVE CURRICULUM DESIGN</td>
<td>3</td>
<td>Developing curriculum that aligns to the program’s mission, standards, and outcomes is important in creating an effective program. Delivering curriculum to a diverse population in an organized fashion, taking into consideration the best modality for delivery, promotes engagement and critical thinking skills. Learners will analyze current trends and issues in curriculum design, evaluate innovations and technologies used to develop engaging curriculum, and determine best practices for course improvement.</td>
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<tr>
<td>NSG 533</td>
<td>EDUCATIONAL ASSESSMENT AND EVALUATION</td>
<td>3</td>
<td>Nurse educators count on reliable and valid information to evaluate the effectiveness of an educational program. Thoughtful creation of evaluation tools that align to an educational taxonomy is an important step in order to obtain qualitative and quantitative data that informs the nurse educator about how well learners are performing. Communicating assessment and evaluation results to others, and gaining their input, provides the nurse educator the opportunity to make curricular improvements based on stakeholder feedback. Learners will evaluate assessment methods used to measure performance and improve educational programs, and develop a communication strategy to share results with stakeholders.</td>
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<tr>
<td>NSG 534</td>
<td>FACILITATING ENGAGED LEARNING</td>
<td>3</td>
<td>Nurse educators use instructional design approaches to build effective courses with engaging activities and assignments. Creating interesting and innovative materials for learners and faculty is critical for learning success. Using technologies in the classroom, regardless of the delivery modality, provides learners and faculty with the most up-to-date educational resources available. Learners will analyze the systematic model of analysis, design, development, implementation, and evaluation to create instructional products and solutions.</td>
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<tr>
<td>NSG 536</td>
<td>Practicum Elective I</td>
<td>3</td>
<td>This course provides the nursing informatics student the opportunity for the application of knowledge and skills to a second practicum project. There are 75 practicum hours required in the course. These additional practicum hours are to assist the nursing informatics student in partially meeting the national certification eligibility requirements of faculty-supervised practicum hours in informatics nursing. The practicum hours must be focused on a nursing informatics project that will advance knowledge and skill to prepare the student for practice in informatics.</td>
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<tr>
<td>NSG 537</td>
<td>Practicum Elective II</td>
<td>3</td>
<td>This course provides the nursing informatics student the opportunity for the application of knowledge and skills to a third practicum project. There are 75 practicum hours required in the course. These additional practicum hours are to assist the nursing informatics student in partially meeting the national certification eligibility requirements of faculty-supervised practicum hours in informatics nursing. The practicum hours must be focused on a nursing informatics project that will advance knowledge and skill to prepare the student for practice in informatics.</td>
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<td>NSG 541</td>
<td>DATA ANALYSIS AND MANAGEMENT</td>
<td>3</td>
<td>The course challenges the student to manage data generated from the electronic health record. Data management may require recommendations for additional data or how to sort current data to obtain information necessary for comprehensive analysis which supports quality initiatives, risk management, or data trends.</td>
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<tr>
<td>NSG 542</td>
<td>INFORMATION WORKFLOW</td>
<td>3</td>
<td>This course requires the student to define patterns of workflow in order to manage data. There is a necessity to knowing what data will be needed by various departments within the organization. The student will demonstrate the ability to develop a plan for data distribution.</td>
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<tr>
<td>NSG 543</td>
<td>DATABASE MANAGEMENT</td>
<td>3</td>
<td>This course engages the student in management of databases to develop forms, tables, reports and queries. Database models will be explored. Data mining techniques will be explored to discover new knowledge that may be hidden in the stored data. Query will explored as a tool to manipulate data.</td>
</tr>
<tr>
<td>NSG 544</td>
<td>EVALUATION AND APPLICATION OF INFORMATION</td>
<td>3</td>
<td>This course explores the use of data for the purposes of strategic planning, reimbursement, rules and regulations, accreditation, and disease surveillance. Measures to assure data quality and validity will be explored.</td>
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<td>Course Code</td>
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<tr>
<td>NSG 545</td>
<td>ASSESSMENT, MEASUREMENT, AND EVALUATION</td>
<td>3</td>
<td>The course presents the use of statistical designs, qualitative data, and quantitative data in determining educational outcomes. A key focus is on assessment, measurement, and evaluation of clinical practice and nursing curriculum. This course requires 20 hours of practicum.</td>
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<tr>
<td>NSG 547</td>
<td>HUMAN RESOURCES MANAGEMENT</td>
<td>3</td>
<td>This course focuses on the nurse administrator’s role for supervising the nursing personnel and support staff. The topics covered are common to nurse administrators. They include: responsibilities for recruitment, scheduling, counseling, coaching, mentoring, developing and evaluating nursing staff and support personnel. The legal implications surrounding interviewing, hiring, managing and terminating employment will also be explored.</td>
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<tr>
<td>NSG 550</td>
<td>ROLE OF THE NURSE ADMINISTRATOR</td>
<td>3</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 practicum.</td>
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<tr>
<td>NSG 557</td>
<td>ORGANIZATIONAL DYNAMICS AND SYSTEMS THINKING</td>
<td>3</td>
<td>This course focuses on organizational effectiveness, systems management. The role of the nurse leader during organizational change. A key focus is the effect of change on health care delivery Principles and models of change will be explored.</td>
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<td>Course Code</td>
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<tr>
<td>NSG 567</td>
<td>FINANCIAL RESOURCES MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
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<td>This course engages the student in the processes of budget preparation, analysis, and monitoring are essential for analyzing the financial performance of an organization, service, or system. Emphasis is placed upon the use of resources to support organizational mission and strategic vision.</td>
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<td>NSG 577</td>
<td>CONTINUOUS QUALITY MONITORING AND OUTCOMES IMPROVEMENT</td>
<td>3</td>
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<td>This course focuses on identification of quality markers within health care. The learner will utilize data to support development and evaluation of performance measures. The many variables which impact quality will also be considered.</td>
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<td>NSG 580</td>
<td>PRACTICUM</td>
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<td>This capstone course integrates and synthesizes concepts addressed throughout the program. Students finalize and present a completed project including an implementation and evaluation plan. This course requires 80 hours of practicum.</td>
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<td>NTC 245</td>
<td>FOUNDATION OF LOCAL AREA NETWORKS</td>
<td>3</td>
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<td>This foundational course covers local area network topics, including rationale for networking. Open Systems Interconnection (OSI) models, common network topologies and architecture, client/server concepts, basic hardware devices and usage, and basic networking security concepts.</td>
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<tr>
<td>NTC 248</td>
<td>FOUNDATIONS OF NETWORKING</td>
<td>3</td>
<td>This foundational course covers networking basics. In this course, you will learn about network architecture, including network infrastructure implementation, addressing schemas, routing, unified communications, and cloud computing. Understanding computer networks and network components is essential for any IT professional. This course covers the objectives for the CompTIA Network+ certification exam.</td>
</tr>
<tr>
<td>NTC 248T</td>
<td>FOUNDATIONS OF NETWORKING</td>
<td>3</td>
<td>This foundational course covers networking basics. In this course, you will learn about network architecture, including network infrastructure implementation, addressing schemas, routing, unified communications, and cloud computing. Understanding computer networks and network components is essential for any IT professional. This course covers the objectives for the CompTIA Network+ certification exam.</td>
</tr>
<tr>
<td>NTC 255</td>
<td>STORAGE AND MANAGEMENT OF DATA</td>
<td>3</td>
<td>This course introduces fundamental concepts and practices for information storage and management in cloud, virtualization, and networking environments. Included are elements and practices of data centers, information storage networking technology, storage systems, and business continuity practices. Also addressed are management and security in information storage infrastructures.</td>
</tr>
<tr>
<td>NTC 260</td>
<td>FOUNDATIONS OF CLOUD SERVICES</td>
<td>3</td>
<td>This course introduces practices in cloud infrastructure and services. Covered are a cloud computing model, layers of cloud computing, and functions of cloud computing. Included are fundamental layers of cloud infrastructure: physical, virtual, control, orchestration, and service. Also included are cross-layer functions of cloud infrastructure: business continuity, security, and service management.</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>
</tr>
<tr>
<td>NTC 300</td>
<td>CLOUD TECHNOLOGIES</td>
<td>3</td>
<td>This course will provide the knowledge and skills required to understand foundational and advanced cloud terminologies/methodologies; to implement, maintain, and deliver cloud technologies and infrastructures (e.g., server, network, storage, and virtualization technologies); and to understand aspects of IT security and use of industry best practices related to cloud implementations.</td>
</tr>
<tr>
<td>NTC 302</td>
<td>NETWORK WEB SERVICES</td>
<td>3</td>
<td>This course covers Network Web Services with a specific focus on Amazon Web services (AWS CCP). The course will help an IT professional gain knowledge and skills necessary to effectively demonstrate an overall understanding of the AWS Cloud, independent of specific technical roles.</td>
</tr>
<tr>
<td>NTC 304</td>
<td>CLOUD DEVELOPING</td>
<td>3</td>
<td>This course provides an introduction to developing on Amazon Web Services (AWS). Covering foundational knowledge on how to configure, develop, deploy and debug secure cloud-based applications using AWS. Designed to help students gain technical expertise in development using cloud technologies, this course prepares students to take the AWS Certified Developer - Associate level AWS Certification exam.</td>
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<tr>
<td>NTC 306</td>
<td>CLOUD OPERATIONS</td>
<td>3</td>
<td>The course will show students how to create automatable and repeatable deployments of networks and systems on AWS and covers specific AWS features and tools related to configuration and deployment. Students will learn how some AWS customers design their infrastructures and implement various strategies and services. Students will build a variety of infrastructures via guided, hands-on activities.</td>
</tr>
<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 in topics aligned to the CCDA: Cisco Certified Design Associate certification exam. Topics may 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>
</tr>
<tr>
<td>NTC 324</td>
<td>WINDOWS SERVER CONFGURATION</td>
<td>3</td>
<td>This course provides students with the knowledge and skills necessary to install and configure Windows Server. The course covers server installation and configuration, server virtualization configuration, and maintaining and monitoring server environments.</td>
</tr>
<tr>
<td>NTC 326</td>
<td>ADMINISTERING WINDOWS SERVER</td>
<td>3</td>
<td>This course provides students with the knowledge and skills necessary to administer Windows Servers. The course covers Server Maintenance, Print and File Services Configuration, Managing Network Services, Server Policy Infrastructure, and Managing Directory Services &amp; Group Policy.</td>
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<tr>
<td>NTC 328</td>
<td>ADVANCED WINDOWS SERVICES</td>
<td>3</td>
<td>This course provides students with the knowledge and skills necessary to configure advanced Windows services. The course covers High Availability, Server File and Storage, Business Continuity, Advanced Network Services and Directory Infrastructure &amp; Access Solutions.</td>
</tr>
<tr>
<td>NTC 361</td>
<td>NETWORK AND TELECOMMUNICATIONS CONCEPTS</td>
<td>3</td>
<td>This course provides an overview of telecommunication systems in a business environment. Topics covered include voice communications, standards, transmission, networks, and internetworking.</td>
</tr>
<tr>
<td>NTC 362</td>
<td>FUNDAMENTALS OF NETWORKING</td>
<td>3</td>
<td>This course provides a foundation in the basic telecommunications and networking technologies fundamental to the industry and to the broad field of telecommunications. Network routing, switching, and Wi-Fi are covered. Also covered in this course is an introduction to the OSI model, the TCP/IP model, basics of wireless communications standards, and network security.</td>
</tr>
<tr>
<td>NTC 405</td>
<td>TELECOMMUNICATIONS AND NETWORKING I</td>
<td>3</td>
<td>This course is designed to provide the fundamentals of basic telecommunications, including an introduction to standards, organizations and governing bodies, concepts such as TCP/IP, modulation or demodulation, and terminology for telecommunications and computer networks. The basics of analog and digital circuits are analyzed. Complex digital equipment, such as multiplexers, is introduced. The course is completed with an overview and analysis of various network topologies and network operating systems, explaining how the electronic concepts assist in network troubleshooting.</td>
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<tr>
<td>NTC 406</td>
<td>TELECOMMUNICATIONS AND NETWORKING II</td>
<td>3</td>
<td>NTC/406 provides analysis of multiple aspects of computer networking including the seven levels of the open systems interconnection (OSI) model which is the basis for analysis of network protocols. Each aspect of networking is analyzed with the related theory applied to specific applications in the industry.</td>
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<tr>
<td>NTC 409</td>
<td>GLOBAL NETWORK ARCHITECTURE AND DESIGN</td>
<td>3</td>
<td>This course addresses the fundamentals of network design and analysis with an emphasis on business network needs. The network design techniques necessary for Local Area Network (LAN) and Wide Area Network (WAN) implementations are covered. The concept of service levels, the provisioning of and importance of service levels are analyzed.</td>
</tr>
<tr>
<td>NTC 411</td>
<td>GLOBAL NETWORK MANAGEMENT, SUPPORT AND SECURITY</td>
<td>3</td>
<td>This course broadens the concept of network design and analysis to include global considerations for an enterprise network configuration. This course introduces the topic of overall end-to-end network management, the concepts, and the available tools to the network designer. The development and management of the relationships between the enterprise and the Wide Area Network (WAN) providers is discussed. Network security, disaster recovery, and business continuity planning is also addressed in this course.</td>
</tr>
<tr>
<td>NTC 415</td>
<td>NETWORK INTEGRATION PROJECT</td>
<td>3</td>
<td>The focus of this course is the application of network design and performance concepts. The design considerations for a global network, including LANs and WANs with both wired and wireless functionality, will be applied. End-to-end performance criteria and service levels guarantees will be examined as a part of network design project. Network capabilities to handle varying types of traffic, from low speed data to large image files and streaming video and digital voice, will be explored.</td>
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<tr>
<td>NTC 425</td>
<td>NETWORKING AND SECURITY IN HEALTH INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course covers the concepts of health information security and networking. Content includes governmental regulations, data security, and working with Health Information Exchange (HIE) systems. Coursework explores contingency planning, network architecture, hardware, and system security concepts.</td>
</tr>
<tr>
<td>NUR 443</td>
<td>EVIDENCE-BASED NURSING RESEARCH AND PRACTICE</td>
<td>3</td>
<td>This course will focus on current review of nursing research literature and research utilization through evidence-based practice. Three areas of research competencies will be examined which include interpreting and use of research in nursing practice, evaluation of research, and conducting research.</td>
</tr>
<tr>
<td>NUR 492</td>
<td>SENIOR PRACTICUM: LEADERSHIP AND MANAGEMENT</td>
<td>4</td>
<td>This course will provide the student the opportunity to synthesize previous knowledge and skills in a supervised practicum experience with the guidance and approval of the faculty. The final project will integrate the academic and practical knowledge the students have acquired in their program.</td>
</tr>
<tr>
<td>NUR 492CC</td>
<td>SENIOR PRACTICUM: LEADERSHIP AND MANAGEMENT</td>
<td>4</td>
<td>This course will provide the student the opportunity to synthesize previous knowledge and skills in a supervised practicum experience with the guidance and approval of the faculty. The final project will integrate the academic and practical knowledge the students have acquired in their program.</td>
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<tr>
<td>NUR 590A</td>
<td>NURSING PRACTICUM-A</td>
<td>1</td>
<td>This capstone course is designed to provide students with opportunities to integrate and apply previously learned knowledge and skills in a 60-hour practicum. Students develop specific learning objectives that are approved by faculty. Objectives are achieved as a result of working with various nursing experts in clinical application projects.</td>
</tr>
<tr>
<td>NUR 590B</td>
<td>NURSING PRACTICUM-B</td>
<td>2</td>
<td>This capstone course is designed to provide students with opportunities to integrate and apply previously learned knowledge and skills in a 60-hour practicum. Students develop specific learning objectives that are approved by faculty. Objectives are achieved as a result of working with various nursing experts in clinical application projects.</td>
</tr>
<tr>
<td>NUR 598</td>
<td>RESEARCH UTILIZATION PROJECT</td>
<td>3</td>
<td>This is a graduate-level research course that focuses on utilization of a body of science knowledge in the practice setting. The student will develop a research proposal based on problems identified in nursing practice, evaluate the relevance of existing research, set forth a plan for implementation, and identify evaluation criteria to measure the outcomes of the research implemented.</td>
</tr>
<tr>
<td>OI 365</td>
<td>KNOWLEDGE MANAGEMENT AND INTELLECTUAL CAPITAL</td>
<td>3</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>3</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>ONL 507</td>
<td>Digital Citizenship for Educators</td>
<td>3</td>
<td>The primary focus of this course is to explore the foundations and elements of digital citizenship. Participants examine the planning and implementation phases of a comprehensive digital citizenship program. Emphasis is placed on lesson planning, developing and integrating digital citizenship lessons, modeling digital citizenship behaviors, and discovering how digital citizenship extends beyond the classroom with real world functions and authentic applications.</td>
</tr>
<tr>
<td>OPS 330</td>
<td>STRATEGIC OPERATIONS AND LOGISTICS</td>
<td>3</td>
<td>Strategic operations and logistics are key to maximizing value, minimizing costs, and ensuring efficient process management. This course covers enterprise resource planning and continuous improvement processes used in workflow management, process integration, inventory and supply-chain management, data analysis, business forecasting, optimization, and quality improvement.</td>
</tr>
<tr>
<td>OPS 330T</td>
<td>STRATEGIC OPERATIONS AND LOGISTICS</td>
<td>3</td>
<td>Strategic operations and logistics are key to maximizing value, minimizing costs, and ensuring efficient process management. This course covers enterprise resource planning and continuous improvement processes used in workflow management, process integration, inventory and supply-chain management, data analysis, business forecasting, optimization, and quality improvement.</td>
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<tr>
<td>OPS 350</td>
<td>OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of operations management. Students will analyze the planning, organizing, controlling, and general management of productive resources in manufacturing and service organizations. This course also addresses the design and control of systems that are responsible for the efficient use of raw materials, labor, equipment, and facilities in the production of customer satisfying products and services. Topics include quality management, process design, capacity management, materials management, and project management.</td>
</tr>
<tr>
<td>OPS 400</td>
<td>BUSINESS PROCESS MANAGEMENT</td>
<td>3</td>
<td>This course introduces a process-oriented view of the flows of information, products and services through and across organizational functions. Students will analyze and document business processes and assess the efficiency and effectiveness of these processes to minimize cost and maximize value creation. Students will be able to identify process information, assess and improve process efficiency, learn to model and analyze business processes, and understand the interactions between human behavior and process design. Other topics include business process reengineering, lean six sigma, total quality management, and process innovation.</td>
</tr>
<tr>
<td>OPS 405</td>
<td>ENTERPRISE RESOURCE MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of Enterprise Resource Planning (ERP), which will integrate all facets of the business, including planning, manufacturing, sales, finance and accounting. Students will learn the methodology and practice of ERP using an industry-leading software package to explore the interaction among the different business processes. Topics include business process integration, inventory management, master scheduling, and material and capacity planning. Concepts are applied through the use of current enterprise resource planning software.</td>
</tr>
<tr>
<td>OPS 415</td>
<td>SYSTEMS THINKING AND PERFORMANCE MEASUREMENT</td>
<td>3</td>
<td>This course provides an overview of systems thinking and information to measure and optimize an organization's performance. Topics include introduction of systems thinking; tools for measuring organizational performance; organizational performance and measurement systems; data management and analysis; results implementation: decisions, improvement, and growth; and continuous measurement and monitoring for organizational improvement.</td>
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<tr>
<td>OPS 420</td>
<td>OPERATIONS MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>This operations management capstone course is designed for students to synthesize both the theoretical and practical skills they have learned throughout the program in a collaborative capstone project using case analysis and scenarios to address operations management challenges. Students will develop a plan for adding value to the management of the operation focusing on the processes, quality, human resources, financial, logistics, and organizational strategy.</td>
</tr>
<tr>
<td>OPS 571T</td>
<td>OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>The 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>
</tr>
<tr>
<td>OPS 572</td>
<td>OPERATIONS MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
<td>The course applies planning and controlling concepts to increase the value of the supply chain. Students learn to evaluate and improve processes in health care. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location, and business forecasting for health care.</td>
</tr>
<tr>
<td>OPS 574</td>
<td>CREATING VALUE THROUGH OPERATIONS</td>
<td>3</td>
<td>This course examines the importance of effectiveness and efficiency and evaluates the potential trade-offs between them to create value within an organization. Students will learn to apply process analysis, process improvement, supply chain management, and strategic operations decision-making to solve business challenges. Students will understand the entire value chain and how these decisions integrate for efficient and effective performance across a network of organizations.</td>
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<tr>
<td>OPSCB 574</td>
<td>CREATING VALUE THROUGH OPERATIONS</td>
<td>3</td>
<td>This course examines the importance of effectiveness and efficiency and evaluates the potential trade-offs between them to create value within an organization. Students will learn to apply process analysis, process improvement, supply chain management, and strategic operations decision-making to solve business challenges. Students will understand the entire value chain and how these decisions integrate for efficient and effective performance across a network of organizations. Competency 25: The student will evaluate data-driven processes and approaches of an organization’s operations. Competency 26: The student will apply process improvement principles to enhance organizational performance and value. Competency 27: The student will analyze organizational global supply chain process to maximize value.</td>
</tr>
<tr>
<td>ORG 535</td>
<td>PEOPLE AND ORGANIZATIONS</td>
<td>3</td>
<td>This course provides students with the interpersonal skills needed to motivate people in the workplace and the human resources skills necessary to manage group dynamics and create synergy among group members. The course will help to develop high commitment and productivity from people and groups through awareness of one’s own values, behaviors, and decision-making tendencies.</td>
</tr>
<tr>
<td>ORG 581</td>
<td>ORGANIZATIONAL DESIGN</td>
<td>3</td>
<td>This course prepares students to design organizations that adapt to environmental changes through innovation. Students will prepare a plan to incorporate innovation into organizational design to align an organization with a change in strategy. Other topics include the learning organization, authority and control, specialization and coordination, intrapreneurship, and lateral organizations.</td>
</tr>
<tr>
<td>ORG 711</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR I</td>
<td>3</td>
<td>This course evaluates research on issues that organizations face in optimizing their performance. Students will gain insight on organizational theory and leadership, organizational behavior and globalization, people systems, and emerging trends and issues in organizations.</td>
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<tr>
<td>ORG 716</td>
<td>ORGANIZATIONAL THEORY AND DESIGN</td>
<td>3</td>
<td>Upon completion of this course, students will be prepared to analyze and select appropriate paradigms to guide organizational research. Additionally, students will have the ability to systematically apply organizational theories to enrich existing models or develop new models to increase performance and effectiveness.</td>
</tr>
<tr>
<td>ORG 721</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR II</td>
<td>3</td>
<td>The focus of this course is on human behavior in 21st century global organizations and the practices and systems that encourage or impede effective performance. Students will engage in cutting edge thinking on emerging topics in organizational behavior and development and learn practical methods for analyzing, understanding, and improving individual, team, and organizational performance.</td>
</tr>
<tr>
<td>ORG 726</td>
<td>THE IMPACT OF TECHNOLOGY ON ORGANIZATIONS</td>
<td>3</td>
<td>In this course, students evaluate the relationships among technology, structure, and behavior to inform strategic organizational decisions. In addition, students assess the benefits and challenges surrounding technology integration and develop implementation strategies to strategically manage and promote organizational performance.</td>
</tr>
<tr>
<td>ORG 727</td>
<td>ORGANIZATIONAL DIAGNOSIS AND INTERVENTION</td>
<td>3</td>
<td>Upon completion of this course, learners will be prepared to optimize organizational performance through the judicious implementation of performance interventions utilizing organization theory, organization design, and technology.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>ORGCB 535</td>
<td>PEOPLE AND ORGANIZATIONS</td>
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<td>This course provides students with the interpersonal skills and self-awareness needed to motivate people in the workplace and to manage group dynamics to create synergy among group members. The course will focus on the development of the skill sets necessary to elicit high commitment and productivity from people and groups through awareness of one’s own values, behaviors, and decision-making tendencies. Competency 4: The student will examine principles related to human resource management Competency 5: The student will analyze talent management approaches used to build high-performance organizations. Competency 6: The student will align human resource systems with business strategies.</td>
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<tr>
<td>PHL 310CA</td>
<td>CRITICAL THINKING ACROSS DISCIPLINES</td>
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<td>This course in critical thinking helps students develop the ability to reason clearly and critically. It includes an introduction to inductive and deductive logic, fallacious reasoning, assumptions, and problem-solving techniques. Students will apply critical thinking skills in confirming knowledge, producing new ideas, research, and making connections across disciplines.</td>
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<tr>
<td>PHL 320</td>
<td>CRITICAL THINKING AND DECISION MAKING IN BUSINESS</td>
<td>3</td>
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<td>This course explores the critical thinking techniques necessary to be an effective manager within an organizational setting. Students will focus on critical thinking and reasoning methods as they apply to management concepts within a work environment. Other topics include the use of critical thinking skills in the decision-making process as it applies for successful performance of employees and organizations and achieving desired business goals.</td>
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<td>PHL 320T</td>
<td>CRITICAL THINKING AND DECISION MAKING IN BUSINESS</td>
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<td>This course addresses foundational skills in the analysis, synthesis, prescription, and application of critical thinking and decision making in business environments. Emphasis is placed on thinking critically, creatively, and ethically, and decision making outcomes.</td>
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<tr>
<td>PHL 410</td>
<td>CLASSICAL LOGIC</td>
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<td>This is a systematic course in the use of argument and logic in formal constructs. As logic is applied in various aspects of human reasoning including from deductive inference to mathematical proofs, this course will demonstrate the skills of deduction, validity, and symbols to determine the strengths and soundness of argument and conclusions.</td>
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<td>PHL 458</td>
<td>CREATIVE MINDS AND CRITICAL THINKING</td>
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<td>In this course, students will analyze the thinking process from a critical and creative perspective. The lives of prominent creative thinkers will be examined to identify the social, historical, psychological, and cultural elements that influenced their development. The salient aspects of creativity will be assessed along with the relationship between creativity and critical thinking. Students will apply critical thinking skills to contemporary creative and scientific thought.</td>
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<tr>
<td>PHL 736</td>
<td>POLITICAL ACUMEN AND ETHICS</td>
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<td>Upon completion of this course, students will possess an insight into how leaders address current and future impacts on society and how leaders influence organizational commitment toward proactively addressing risk factors as well as legal, regulatory, and governmental requirements. Topics include public responsibility, organizational community involvement, and attaining and maintaining American corporation ethical standards in local and global environments.</td>
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<td>PHY 101</td>
<td>FUNDAMENTALS OF PHYSICS</td>
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<td>This course is designed to introduce physics at an entry level by examining the principal laws of physics leading to a conceptual understanding of how these principles relate to everyday life. The topics in this course include Newton's laws, properties of matter, heat and thermodynamics, electricity and magnetism, and waves. Students will apply these principles using practical examples, facilitated discussions, and experiments conducted through a virtual laboratory.</td>
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<td>PM 350</td>
<td>ORGANIZATIONAL PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of project management concepts, phases, and methodologies used to optimize complex, organizational processes. Students will evaluate communication, leadership, financial, and operational practices that are used in support of strategic business initiatives.</td>
</tr>
<tr>
<td>PM 350T</td>
<td>ORGANIZATIONAL PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of project management concepts, phases, and methodologies used to optimize complex, organizational processes. Students will evaluate communication, leadership, financial, and operational practices that are used in support of strategic business initiatives.</td>
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<tr>
<td>PM 571</td>
<td>PROJECT MANAGEMENT</td>
<td>3</td>
<td>This course integrates the five processes that define project management. Students will design a project management plan to accomplish an organizational objective. Other topics include project initiation, budgeting, communications, execution, team management, control, and closure.</td>
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<tr>
<td>PM 582</td>
<td>PROJECT LEADERSHIP</td>
<td>3</td>
<td>This course prepares students to lead a project to successful conclusion. Students will create a plan to lead change during project execution. Other topics include integrated change control, work breakdown structures, human resource planning, performance reporting, managing stakeholders, negotiation, conflict resolution, and cultural diversity.</td>
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<tr>
<td>PM 584</td>
<td>PROJECT RISK MANAGEMENT</td>
<td>3</td>
<td>This course applies risk management concepts to project execution and its organizational objectives. Students will create contingency plans for a project and its organization. Other topics include risk identification, qualitative analysis, quantitative analysis, response planning, monitoring &amp; control, and proactive planning.</td>
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<tr>
<td>PM 586</td>
<td>PROJECT QUALITY MANAGEMENT</td>
<td>3</td>
<td>This course applies quality control techniques to project development and implementation. Students will create a continuous quality-improvement plan for projects within an organization. Other topics include scheduling, quality planning, quality assurance, scope management, schedule control, and quality control.</td>
</tr>
<tr>
<td>PM 598</td>
<td>PROJECT MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>In this capstone course, students will design a project to meet an organizational need. Students will collaboratively create a project plan using Microsoft® Project software. Other topics include Project Management Professional (PMP) certification preparation.</td>
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<tr>
<td>POL 115</td>
<td>AMERICAN NATIONAL GOVERNMENT</td>
<td>3</td>
<td>This course introduces students to the constitutional foundations and governing institutions of the federal government. Throughout the course, students address common political themes, such as the nature and scope of governance, democracy, and patterns of political behavior.</td>
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<td>POL 215</td>
<td>STATE AND LOCAL POLITICAL PROCESSES</td>
<td>3</td>
<td>This course examines the structure and operation of state and local governments and the ways in which governments respond to social, political, and public policy challenges.</td>
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<tr>
<td>POS 221</td>
<td>WINDOWS SERVER CONFIGURATIONS</td>
<td>3</td>
<td>This course is a survey of Windows Server® configuration. Topics emphasize the structure and the various applications supported by Windows Server®. The course includes access to hands-on Windows® lab exercises.</td>
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<tr>
<td>POS 355</td>
<td>INTRODUCTION TO OPERATING SYSTEMS</td>
<td>3</td>
<td>This course provides an introduction to Operating Systems. Topics covered include Operating System concepts, program execution, and Operating System internals such as memory, processor, device, and file management. A variety of Operating Systems are compared and contrasted.</td>
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<tr>
<td>POS 408</td>
<td>.NET I</td>
<td>3</td>
<td>This course introduces C# development in the context of developing business applications. Students develop the knowledge and skills necessary to produce event-driven programs using Microsoft Visual Studio for the .NET environments. Topics include writing a C# program, variables and expressions, flow control, debugging error messages and programing in the .NET environment.</td>
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<td>POS 409</td>
<td>.NET II</td>
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<td></td>
<td>This course is an advanced study of the C#</td>
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<td>programming language in the .NET platform. It</td>
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<td></td>
<td>covers topics around managing program flow,</td>
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<td>creating and using types, implementing data</td>
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<td>access, debugging applications and implementing</td>
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<tr>
<td></td>
<td>security.</td>
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<td>POS 410</td>
<td>SQL FOR BUSINESS</td>
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<td>This course provides an in-depth, hands-on</td>
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<td>workshop on the Structured Query Language (SQL).</td>
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<td>SQL provides a unified language that lets you</td>
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<td>query, manipulate, and control data in a</td>
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<td>business applications environment. This course</td>
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<td>is aligned to the requirements of the Advanced</td>
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<td>Business Analytics Certificate; which is</td>
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<td>designed to provide specific theories,</td>
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<td>competencies, and skills necessary for success</td>
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<td>in the field of business analytics.</td>
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<td>POS 433</td>
<td>UNIX NETWORKING</td>
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<td>This course is a survey of the UNIX® operations.</td>
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<td>The student will gain an understanding of the</td>
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<td>internal operations of the UNIX® system, which</td>
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<td>enables the user to make efficient use of files,</td>
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<td>file systems, and processes. Commands for</td>
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<td>efficient management of UNIX® system files, file</td>
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<td>systems and process, systems administration and</td>
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<td></td>
<td>security are also examined.</td>
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<td>PRG 211</td>
<td>ALGORITHMS AND LOGIC FOR COMPUTER PROGRAMMING</td>
<td>3</td>
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<td>This course provides students with a basic</td>
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<td></td>
<td>understanding of programming development</td>
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<td>practices. Concepts covered include the</td>
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<td>application of algorithms and logic to the</td>
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<td>design and development of procedural and object</td>
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<td>oriented computer programs to address the</td>
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<td>problem solving requirements associated with</td>
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<td>business information systems. This course</td>
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<td></td>
<td>covers procedural programming concepts,</td>
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<td>including data types, controls structures,</td>
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<td>functional decomposition, arrays, files, classes</td>
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<td>and objects.</td>
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<tr>
<td>PRG 215</td>
<td>JAVA PROGRAMMING</td>
<td>3</td>
<td>Java is a general purpose programming language for platform-independent implementations. This course provides a general introduction to programming, basic computation, branching, loops, and object-oriented programming. The syntax and semantics of the Java language are addressed, as well as related topics which include object-oriented programming concepts, terminology, and notation. This class requires the Java Development Kit, Standard Edition.</td>
</tr>
<tr>
<td>PRG 218</td>
<td>INTRODUCTION TO C/C++</td>
<td>3</td>
<td>This course introduces the student to C/C++ programming. The syntax and semantics of the C/C++ programming languages are used to produce simple computer programs.</td>
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<tr>
<td>PRG 280</td>
<td>PROGRAMMING IN HTML5 WITH JAVASCRIPT</td>
<td>3</td>
<td>This course provides students an introduction to HTML5 with JavaScript® and CSS3. Concepts covered include the creation and formatting of web pages using HTML5 and CSS3, development of web forms, and implementing program logic and validating user input using JavaScript®.</td>
</tr>
<tr>
<td>PRG 281</td>
<td>WINDOWS APPLICATION DEVELOPMENT USING HTML5 AND JAVASCRIPT I</td>
<td>3</td>
<td>This course covers enhanced HTML5 concepts using CSS3 and JavaScript®. This includes using Canvas and different HTML APIs, exposure to Windows Event Listener, and enhancing websites using animation, audio and video features.</td>
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<td>Course Code</td>
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<tr>
<td>PRG 282</td>
<td>WINDOWS APPLICATION DEVELOPMENT USING HTML5, CSS3,</td>
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<td>This course covers developing web applications using HTML5, CSS3, jQuery, and JavaScript®. This includes use of</td>
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<td>AND JAVASCRIPT 2</td>
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<td>different advanced JavaScript® APIs, such as Drag-and-Drop API, Web Storage API, Geolocation API, and the Web Socket API.</td>
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<tr>
<td>PRG 410</td>
<td>C++PROGRAMMING I</td>
<td>3</td>
<td>This course introduces the student to C++. Topics include C++ basics, selection and repetition structures, arrays, and</td>
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<td>functions. There is also an introduction to object oriented concepts in C++.</td>
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<tr>
<td>PRG 420</td>
<td>JAVA PROGRAMMING I</td>
<td>3</td>
<td>This course is a study in Java programming. It covers topics around Java programming, variables, expressions, using</td>
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<td>branches and loops, storing data in arrays and using methods.</td>
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<tr>
<td>PRG 421</td>
<td>JAVA PROGRAMMING II</td>
<td>3</td>
<td>This course continues the subject in PRG420, Java Programming I. Topics include designing complex applications, the</td>
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<td>use of data files and other advanced topics.</td>
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<tr>
<td>PRG 430</td>
<td>PROGRAMMING PROJECT CAPSTONE: WEB OR CLOUD APPLICATION</td>
<td>3</td>
<td>In this hands-on project course, students use Python or Java skills to develop an application for web or cloud.</td>
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<tr>
<td>PSY 103</td>
<td>INTRODUCTION TO PSYCHOLOGY</td>
<td>3</td>
<td>This course provides an overview of basic psychological principles that underlie human behavior and reactions to everyday life. Students are provided an opportunity to apply critical-thinking skills to psychological problems and issues. The basic tenets of psychology are presented from a historical perspective, with attention to research-based behavioral science.</td>
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<tr>
<td>PSY 110</td>
<td>PSYCHOLOGY OF LEARNING</td>
<td>3</td>
<td>This course introduces theories and concepts in psychology that will foster academic success and provide students with opportunities to synthesize and apply that knowledge.</td>
</tr>
<tr>
<td>PSY 203</td>
<td>FOUNDATIONS OF PSYCHOLOGY</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>PSY 203T</td>
<td>FOUNDATIONS OF PSYCHOLOGY</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>PSY 205</td>
<td>LIFE SPAN HUMAN DEVELOPMENT</td>
<td>3</td>
<td>This course focuses on a historical view of human development leading to the current life span approach to form an understanding of the developing individual, and it explores influences on human development, ranging from individual models to cross-cultural groups. Emphasis is given to personality, social, intellectual, and physical development, and the major theories used to describe how people change throughout their life span.</td>
</tr>
<tr>
<td>PSY 205T</td>
<td>LIFE SPAN HUMAN DEVELOPMENT</td>
<td>3</td>
<td>This course focuses on a historical view of human development leading to the current life span approach to form an understanding of the developing individual, and it explores influences on human development, ranging from individual models to cross-cultural groups. Emphasis is given to personality, social, intellectual, and physical development, and the major theories used to describe how people change throughout their life span.</td>
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<tr>
<td>PSY 215</td>
<td>CAREERS IN PSYCHOLOGY</td>
<td>3</td>
<td>This course is designed to provide students with an orientation to the field and assist students in planning for a career in psychology. Emphasis will be placed on exploring the different branches of psychology, to identify key resources for exploring careers in psychology and to classify skills and experiences relevant to achieving career goals.</td>
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<tr>
<td>PSY 225</td>
<td>POSITIVE PSYCHOLOGY</td>
<td>3</td>
<td>How much control do we have over our thoughts, feelings, and behaviors? What does it mean to be ‘free’? This course offers the student a contemporary and relevant approach to the study of psychology and, in the process, the opportunity to learn more about themselves. In the course, students will evaluate, understand, and build on their psychological strengths and those of others.</td>
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<tr>
<td>PSY 240</td>
<td>THE BRAIN, THE BODY, AND THE MIND: ALL TOGETHER NOW</td>
<td>3</td>
<td>This course provides an introduction to the investigation of physiological and neurological basis for human behavior. The student will be able to study and discuss various influences on personality development, such as pre-natal maternal behavior; gender; nature versus nurture; brain development; genetic composition; sensory motor interactions; learning disabilities; drug impacts; and neurological diseases.</td>
</tr>
<tr>
<td>PSY 245</td>
<td>SURVEY OF RESEARCH AND STATISTICS</td>
<td>3</td>
<td>This course is designed to introduce basic principles and methods of statistics, reasoning, and understanding of psychological data. Statistical and research concepts will be reviewed, and students will be introduced to statistical analysis.</td>
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<tr>
<td>PSY 250</td>
<td>PSYCHOLOGY OF PERSONALITY</td>
<td>3</td>
<td>Introduction to the study of personality. An examination of classic theoretical explanations of personality development, including analysis of how factors such as trauma, mental disorders, intelligence, creativity, and family structure affect personality. Focus is on approaches psychology has developed for understanding personality with applications for personal growth, interpersonal relationships, and organizational processes.</td>
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<td>PSY 265</td>
<td>PSYCHOLOGY OF HUMAN SEXUALITY</td>
<td>3</td>
<td>This course is a comprehensive view of the psychosocial and physiological aspects of sexual health in our contemporary society. The student will have opportunities to explore numerous relevant topics including love, intimacy, and relationships; sex and marketing; sexual diseases; sexual abuse; gender identity and sex roles; and socio-cultural influences and values in decision making. The course is designed for the student to understand attitudes and behaviors as they relate to sexual well-being and integrity.</td>
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<tr>
<td>PSY 275</td>
<td>INTRODUCTION TO ABNORMAL PSYCHOLOGY</td>
<td>3</td>
<td>This course introduces the study of major psychological disorders as defined in the DSM 5, including their diagnoses, causes, and treatments. It covers such subjects as depression, bipolarity, anxiety, panic, somatoform, dissociation, substance abuse, anorexia, schizophrenia, and childhood disorders, as well as gender and cultural differences.</td>
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<tr>
<td>PSY 280</td>
<td>HUMAN GROWTH &amp; DEVELOPMENT</td>
<td>3</td>
<td>This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.</td>
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<tr>
<td>PSY 300</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
<td>General Psychology is a survey course which introduces the student to the major topics in scientific psychology as applied to human behavior. Applications of these principles will be made to the human experience.</td>
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<td>PSY 301</td>
<td>EMOTIONAL INTELLIGENCE</td>
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<td>This course examines the concepts and practical applications of emotional intelligence. Emotional intelligence is the ability to manage one’s own internal emotional environment and one’s ability to participate in relationships with others in such a way as to maximize individual success in life as a functioning human being and member of society. Through a highly interactive format, the course will focus on how to assess basic skills in emotional intelligence, how to develop strategies to improve and enhance basic skill levels, and how to experiment with techniques that facilitate dealing with others of varying emotional backgrounds and competency levels.</td>
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<td>PSY 305</td>
<td>PROFESSIONAL ORIENTATION IN PSYCHOLOGY</td>
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<td>This course is designed for students to explore issues professionals face in the field of psychology. Specifically, the course emphasizes legal and ethical concerns in psychological research and in practice. Emphasis will also be placed on knowledge of APA Ethical Principles and the integration of selected core competencies for professions related to psychology.</td>
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<td>PSY 310</td>
<td>HISTORY AND SYSTEMS IN PSYCHOLOGY</td>
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<td>The purpose of this course is to familiarize the student with the various methods of inquiry, terminologies, and theoretical systems that comprise the history of psychology. A broader view is used to introduce the modern era of psychology and its use. These include structuralism, functionalism, Gestalt, behaviorism, psychoanalysis, and phenomenological/existential approaches.</td>
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<td>PSY 315</td>
<td>STATISTICAL REASONING IN PSYCHOLOGY</td>
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<td>This is an introductory course in applied statistics, with particular emphasis in psychology. Both descriptive and inferential statistics are included. In addition, this course provides the basic statistical background and understanding needed.</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>PSY 355</td>
<td>MOTIVATIONAL PROCESSES IN HUMAN PSYCHOLOGY</td>
<td>3</td>
<td>This course examines theories and research results pertaining to the structures (self-, person, role, and event schemas) and processes (expectations, attributions, and inferences) underlying self- and person perception.</td>
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<tr>
<td>PSY 360</td>
<td>COGNITIVE PSYCHOLOGY</td>
<td>3</td>
<td>This course will present an overview of cognitive psychology and its findings, theories, and approach. Cognitive psychology deals with how we acquire and use knowledge so the course will cover topics such as perception, attention, memory, language, reasoning, and problem solving.</td>
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<tr>
<td>PSY 375</td>
<td>LIFE SPAN HUMAN DEVELOPMENT</td>
<td>3</td>
<td>This course focuses on a historical view of human development leading to the current life span approach to form an understanding of the developing individual, and it explores influences on human development, ranging from individual models to cross-cultural groups. Emphasis is given to personality, social, intellectual, and physical development, and the major theories used to describe how people change throughout their life span.</td>
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<tr>
<td>PSY 390</td>
<td>LEARNING AND COGNITION</td>
<td>3</td>
<td>This course concerns the study of learning from the most basic associationistic ideas to complex cognitive behaviors such as problem solving and thinking. Various ideas regarding the nature of the mind are presented along with the fundamental concepts of learning and conditioning. Strengths and weaknesses of the memory system are discussed as they relate to higher cognitive processes such as language, problem solving, and eyewitness identification. Neurophysiological correlates of cognitive phenomena and memory disorders are also discussed.</td>
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<td>PSY 400</td>
<td>SOCIAL PSYCHOLOGY</td>
<td>3</td>
<td>This course provides a unified view of the field of social psychology organized around the concepts of social influence and power and exchange in social life and explores in-depth human thoughts, feelings, and actions as influenced by other people. Specific topics include socialization, perception of self and others, pro-social and anti-social behavior, attitudes, interpersonal attraction, social influence, and group behavior.</td>
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<tr>
<td>PSY 405</td>
<td>THEORIES OF PERSONALITY</td>
<td>3</td>
<td>This course surveys the field of personality from a scientific perspective, examining the general approaches to understanding personality. The key theorists and concepts associated with each perspective are highlighted, along with the strengths and limitations of the different approaches.</td>
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<tr>
<td>PSY 410</td>
<td>ABNORMAL PSYCHOLOGY</td>
<td>3</td>
<td>This course is designed to provide students with an introduction to theories and research concerning abnormal behavior (psychopathology). The course will address such topics as the incidence (frequency) of abnormal behavior of various types; how abnormal behaviors are classified into various diagnostic categories; the etiologies (causes) of psychological disorders; and the variety of methods employed in the treatment of abnormal behavior.</td>
</tr>
<tr>
<td>PSY 420</td>
<td>THEORIES OF BEHAVIOR</td>
<td>3</td>
<td>This course is an introduction to principles of learning and behavior analysis and how they relate to the profession of psychology. Topics to be covered include conditioning, social learning, and philosophical and historical antecedents of behaviorism. The environmental influences of behavior, to understand the antecedent-consequence link and functions of behaviors, will also be covered. An emphasis will be placed on behavior-analytic strategies in a variety of settings including business and industry, education, and health and human services.</td>
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<td>PSY 425</td>
<td>CHEMICAL DEPENDENCY IN THE WORKPLACE</td>
<td>3</td>
<td>Using an issues-based approach, this course examines drugs of abuse and the impact of abuse on the individual, family, and society with an emphasis on the employer and work environment. Legal and ethical implications of chemical dependency in the workplace are addressed, and the hallmarks of creating drug-free workplace programs are examined.</td>
</tr>
<tr>
<td>PSY 435</td>
<td>INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY</td>
<td>3</td>
<td>This course is designed to introduce the student to the field of industrial/organizational psychology. The emphasis is on the psychological principles and how they can be applied in a work context. Topics will include legal issues in employment, selection of employees, performance appraisal, training, leadership, motivation, and group behavior.</td>
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<tr>
<td>PSY 450</td>
<td>DIVERSITY AND CULTURAL FACTORS IN PSYCHOLOGY</td>
<td>3</td>
<td>A study of the issues and influences related to gender, sexual orientation, and the major racial/ethnic and cultural groups in the United States and how they affect theoretical and research paradigms in psychology and clinical and counseling practices. The course expands the students’ frame of reference concerning human diversity and applies this knowledge to counseling and research issues in psychology.</td>
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<tr>
<td>PSY 460</td>
<td>ENVIRONMENTAL PSYCHOLOGY</td>
<td>3</td>
<td>In this course students will learn about the interaction between people and their environments; how our behavior affects our environment, and how that environment, in turn, influences our own behavior. An emphasis will be placed on developing behavioral solutions for environmental problems.</td>
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<td>PSY 475</td>
<td>PSYCHOLOGICAL TESTS AND MEASUREMENTS</td>
<td>3</td>
<td>This course will cover the basic principles, research, and theories on testing and measurement of psychological constructs. It is expected that students complete the course with knowledge of various techniques for psychological testing; a familiarity of several professionally developed tests; the ability to develop, administer, and interpret certain tests; and knowledge of measurement theory which includes reliability and validity.</td>
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<tr>
<td>PSY 480</td>
<td>ELEMENTS OF CLINICAL PSYCHOLOGY</td>
<td>3</td>
<td>This course is intended to provide the beginning psychology student with an overview of the theory and practice of clinical and counseling psychology. The course includes reference to major theories of personality, assessment, and psychotherapy. Topics include psychodynamic, cognitive/behavioral, and biological theories of normal and abnormal psychological processes, and the assessment of behavior, abilities, and personality. Therapies covered include a variety of psychoanalytic approaches, and humanistic, biological, cognitive/behavioral, and child and family therapies.</td>
</tr>
<tr>
<td>PSY 490</td>
<td>CAPSTONE COURSE IN PSYCHOLOGY</td>
<td>3</td>
<td>This is the capstone course for undergraduate psychology students. The course provides students with the opportunity to integrate and apply learning from their psychology 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, the benefits of lifelong learning, and the impact of these elements on their future.</td>
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<tr>
<td>PSYCH 600</td>
<td>DEVELOPMENTAL PSYCHOLOGY</td>
<td>3</td>
<td>This course examines biological and environmental influences on human development across the lifespan. The biological foundations of human growth and development are presented along with major theories of cognitive, social and emotional development. Current research in developmental psychology is presented as students explore both opportunities and challenges that people face as they age. Social, cultural, systemic and ethical issues related to research and practice are also addressed.</td>
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<tr>
<td>PSYCH 610</td>
<td>RESEARCH METHODS IN PSYCHOLOGY</td>
<td>3</td>
<td>This course is an overview of the fundamentals of research methods applicable to the broad field of psychology. Topics include research design, quantitative and qualitative forms of analysis, ethical issues in research, and appropriate documentation of research processes and outcomes. Students will learn to critically read and evaluate psychological studies and apply their knowledge of research design and methodology to a variety of problems and issues in the field of psychology.</td>
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<tr>
<td>PSYCH 620</td>
<td>MULTICULTURAL AND SOCIAL ISSUES IN PSYCHOLOGY</td>
<td>3</td>
<td>This course provides students with an in-depth investigation of cross-cultural issues and perspectives in the field of psychology. Students learn to identify and consider cultural and systemic variables in psychological theory, research and practice. Multicultural issues, social dynamics, social justice and valued diversity are emphasized.</td>
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<tr>
<td>PSYCH 625</td>
<td>STATISTICS FOR THE BEHAVIOR SCIENCES</td>
<td>3</td>
<td>This course presents fundamental statistical concepts and tools for understanding and analyzing data from studies in the social and behavioral sciences. Topics include measures of central tendency and dispersion, probability theory, data distributions, significance testing and statistical inference. Students will learn how to analyze and interpret data from psychological studies using descriptive statistics, correlational methods, t-tests and analysis of variance procedures.</td>
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<tr>
<td>PSYCH 626</td>
<td>ELEMENTS OF HEALTH PSYCHOLOGY AND BEHAVIORAL HEALTH</td>
<td>3</td>
<td>This course is an overview of the field of health psychology and the origins of the biopsychosocial model from a historical perspective, including the biological, psychological and social contexts of the science. It provides students with information about the biological foundations of health and illness, as well as current research in health psychology. The dangers of &quot;unscientific&quot; applications and the importance of using critical thinking and evidence-based research when formulating strategies are described.</td>
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<tr>
<td>PSYCH 627</td>
<td>ILLNESS PREVENTION AND HEALTH PROMOTION</td>
<td>3</td>
<td>This course examines research on the basic relationships between behavior and health, including stress, eating and obesity, substance abuse, and chronic illness such as cardiovascular disease, cancer and HIV-AIDS. Students will learn the major concepts of illness prevention and health promotion, with a focus on both personal behavioral factors and sociocultural determinants. Special attention will be given to the disparities in health status and prevention efforts with regard to race, gender, ethnicity, and socioeconomic status.</td>
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<tr>
<td>PSYCH 628</td>
<td>EVIDENCE-BASED INTERVENTIONS IN BEHAVIORAL HEALTH</td>
<td>3</td>
<td>This course provides a description of those therapeutic interventions which are based on outcome studies. Students will learn practical assessment and intervention strategies for the major disorders where health psychology plays a role, including chronic stress and pain, obesity and eating disorders, substance abuse, HIV and AIDS, diabetes and hypertension, insomnia and cancer. Methods will include self-monitoring, relaxation and meditation techniques, stimulus control, self-management, and cognitive-behavioral therapies. Complementary and alternative therapies which have shown clinical efficacy will also be described.</td>
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<tr>
<td>PSYCH 629</td>
<td>INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY</td>
<td>3</td>
<td>In this course, students will be introduced to the domains of the Industrial Organizational (I-O) Psychology concentration. Topics include an overview of the four primary domains of I-O psychology, human resource management, factors influencing employee performance, organization development, and research relevance within the I-O field of study. Students will gain an understanding of the evolution of the I-O field of study from the foundations of the field to the present day, the various ways that I-O psychologists contribute to organizations, the unique contributions of I-O psychology to the broader scientific community, and the main ethical issues likely to be encountered in the field. This course covers a wide variety of topics with the goal of exposing students to the main issues influenced by I-O psychologists.</td>
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<tr>
<td>PSYCH 630</td>
<td>PHYSIOLOGICAL PSYCHOLOGY</td>
<td>3</td>
<td>This course emphasizes the biological and biochemical correlates of behavior, focusing on the structure and function of the central nervous system, the autonomic nervous system, and the endocrine system as they relate to the psychological processes of sensation, drive, emotion, learning, and memory.</td>
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<tr>
<td>PSYCH 635</td>
<td>PSYCHOLOGY OF LEARNING</td>
<td>3</td>
<td>This course examines major theories of learning, covering topics such as classical conditioning, operant conditioning, shaping and chaining, reinforcement schedules, punishment, one-trial learning, and cognitive and social processes in learning. Students will examine research from animal and human studies, emphasizing basic and complex models of acquired behavior, motivation and memory.</td>
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<tr>
<td>PSYCH 640</td>
<td>COGNITIVE PSYCHOLOGY</td>
<td>3</td>
<td>This course surveys contemporary research and theory in the field of cognitive psychology, including problem solving and reasoning, attention, memory, knowledge representation, language, and imagery. Strategies and methods for investigating cognition are presented along with future trends involving interdisciplinary research in this growing field.</td>
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<tr>
<td>PSYCH 642</td>
<td>PERSONNEL PSYCHOLOGY</td>
<td>3</td>
<td>Students in this course will gain an appreciation for the processes I/O psychologists use to recruit, select, place, and develop employees, managers, and executives. This includes discussions about tests, assessment centers, interviews, succession planning, and departure. Students will examine the role of the I/O psychologist in awareness, preparedness, and response to behavioral problems or issues in the workplace.</td>
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<tr>
<td>PSYCH 645</td>
<td>PERSONALITY THEORIES</td>
<td>3</td>
<td>This course enables students to differentiate among the primary theoretical approaches to the study of personality, including psychodynamic, affective, cognitive-behavioral, and systems theories. Students examine the underlying assumptions inherent in various personality models and learn how the tenets of these models are investigated through empirical research.</td>
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<td>PSYCH 647</td>
<td>HUMAN PERFORMANCE, ASSESSMENT, AND FEEDBACK</td>
<td>3</td>
<td>In this course students are familiarized with behaviors associated with the accomplishment of expected, specified, or formal role requirements on the part of individual organizational members as well as means for appraising and providing feedback to employees.</td>
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<tr>
<td>PSYCH 650</td>
<td>PSYCHOPATHOLOGY</td>
<td>3</td>
<td>This course will introduce students to the major categories of psychopathology as presented in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Mental disorders and their etiologies will be conceptualized from different perspectives, including cultural, biological, psychodynamic, cognitive-behavioral, existential and systemic. Ethical issues related to research and practice in the field will be addressed. Students will be challenged to consider various definitions of normality/abnormality, the process of rendering a diagnosis, and the symptoms, causes and interventions for commonly occurring mental disorders.</td>
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<tr>
<td>PSYCH 655</td>
<td>PSYCHOMETRICS</td>
<td>3</td>
<td>This course will introduce students to the science and practice of psychological testing and assessment. Students will learn to evaluate the quality of various psychological tests and develop an understanding of the complex process of test development. Social, cultural and ethical issues will be addressed as students examine the psychometric properties and appropriate applications of commonly used educational, intelligence and personality assessment instruments.</td>
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<tr>
<td>PSYCH 658</td>
<td>WORK MOTIVATION AND JOB ATTITUDES</td>
<td>3</td>
<td>This course will allow students to evaluate various theories of motivation and develop a familiarity with, and understanding of pertinent research in the field. Students will be able to adapt motivational constructs to the enhancement of employee attitudes, effectiveness, and well-being across a range of organizational contexts.</td>
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<tr>
<td>PSYCH 660</td>
<td>ETHICS AND PROFESSIONAL ISSUES</td>
<td>3</td>
<td>This course surveys various professional activities in psychology with emphasis on the legal and ethical responsibilities of psychological researchers and practitioners. Students will study the APA Code of Ethics and analyze case studies involving assessment, research and practice in psychology. Topics include ethics in research, the purpose and function of internal review boards (IRBs), participant and client rights, informed consent, confidentiality, duty to warn and protect, dual relationships, supervision, consultation, ethical considerations when working with diverse populations, and the application of ethical decision-making models.</td>
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<tr>
<td>PSYCH 665</td>
<td>INTEGRATIVE CAPSTONE: PSYCHOLOGY PAST AND PRESENT</td>
<td>3</td>
<td>This course will trace the historical progression of ideas and concepts in psychology with emphasis on pivotal experiments that influenced our understanding of human behavior. Students will select a specific area of study and explore the historical roots of their selected topic. Students will conduct a comprehensive literature review of a contemporary issue or problems related to their selected topic and develop either an applied project or research proposal.</td>
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<tr>
<td>PSYCH 670</td>
<td>MASTER’S THESIS</td>
<td>3</td>
<td>Only those students who have developed a detailed and manageable analytic research proposal in PSYCH/665 may enroll in this course. During the course, the student will finalize a quantitative analytic research proposal from PSYCH/665. Students will complete an APA style manuscript by the end of the course.</td>
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<tr>
<td>PSYCH 705</td>
<td>PERSONNEL PSYCHOLOGY</td>
<td>3</td>
<td>Learners gain an appreciation for the processes I/O psychologists use to recruit, select, place, and develop employees, managers, and executives, including discussions about tests, assessment centers, interviews, succession planning, and departure. The course examines the role of the I/O psychologist in awareness, preparedness, and response to behavioral problems or issues in the workplace.</td>
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<tr>
<td>PSYCH 706</td>
<td>HUMAN PERFORMANCE, ASSESSMENT, AND FEEDBACK</td>
<td>3</td>
<td>In this course learners are familiarized with behaviors associated with the accomplishment of expected, specified, or formal role requirements on the part of individual organizational members as well as means for appraising and providing feedback to employees.</td>
</tr>
<tr>
<td>PSYCH 708</td>
<td>WORK MOTIVATION AND JOB ATTITUDES</td>
<td>3</td>
<td>This course will allow learners to evaluate various theories of motivation and develop a familiarity with and understanding of pertinent research in the field. Learners will be able to adapt motivational constructs to the enhancement of employee attitudes, effectiveness, and well-being across a range of organizational contexts.</td>
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<tr>
<td>PSYCH 710</td>
<td>MASTER'S PROJECT</td>
<td>1</td>
<td>The Master's Project will require learners to integrate their program of study with an in-depth exploration of an interest area that spans all four I/O program domains: human resource management, factors influencing employee performance, organization development, and research relevance. The project will be based on library research and/or fieldwork and must demonstrate a significant contribution to the I/O psychology field.</td>
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<tr>
<td>PSYCH 720R</td>
<td>DISSERTATION PROCESS</td>
<td>3</td>
<td>Learners will develop a foundational understanding about the composition of the dissertation, including research, analysis, and writing. To facilitate individual interests, learners will develop interest papers about three topics, each of which can be examined as a dissertation, including the general problem to be researched and supporting literature.</td>
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<td>PSYCH 740</td>
<td>JUDGMENT AND DECISION MAKING</td>
<td>3</td>
<td>Students will develop knowledge about decision theory, judgment, and problem-solving research related to areas such as vigilance behavior, employee selection, choice behavior, and human performance in complex environments. This course examines Brunswik's lens model, Bayesian inference, subjective expected utility, prospect theory, and the cognitive information-processing paradigm.</td>
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<tr>
<td>PSYCH 750</td>
<td>CONSULTING AND BUSINESS SKILLS</td>
<td>3</td>
<td>This course focuses on developing business presentations, including the development and presentation of information to a business audience that clearly articulates key messages in terms the audience can understand; skills in presenting and responding to questions; and the ability to deliver ideas, proposals, and requests in a fashion that leads to their acceptance and organizational movement in desired directions.</td>
</tr>
<tr>
<td>PSYCH 760R</td>
<td>CONSULTING PROCESSES IN I/O</td>
<td>3</td>
<td>The purpose of this residency is for learners to build competencies related to consulting as an internal and external I/O professional.</td>
</tr>
<tr>
<td>PSYCH 770</td>
<td>ATTITUDE THEORY MEASUREMENT AND CHANGE</td>
<td>3</td>
<td>Students will gain an understanding of attitudes, opinions, and beliefs in relation to behavioral intentions and behaviors of individuals in the workplace. Areas include job satisfaction (general and various facets), job involvement, organizational commitment, and perceptions of fairness.</td>
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<td>PSYCH 780</td>
<td>CONSUMER BEHAVIOR</td>
<td>3</td>
<td>The relation between the producers (or distributors) and consumers (actual or potential recipients) of goods and services will be discussed, based on the application of a variety of social science research methodologies.</td>
</tr>
<tr>
<td>PSYCH 799</td>
<td>COMPREHENSIVE EXAM</td>
<td>1</td>
<td>The comprehensive exam provides an opportunity for students to demonstrate competence in I-O psychology content, practice and leaderships, and research. Students will demonstrate a requisite understand of previous course work, will be assessed on their knowledge and skill as an I-O psychology consultant, and will demonstrate the capability of generating research at the doctoral level.</td>
</tr>
<tr>
<td>QNT 275</td>
<td>STATISTICS FOR DECISION MAKING</td>
<td>3</td>
<td>This course introduces the use of statistics for business decision making. After completion of this course, students will be able to explain how to obtain a suitable sample of business data, produce tables and charts to organize and display business data, interpret numerical business data using measures of central tendency and variability, apply fundamental concepts probability theory to support decision making for business, and understand how inferential analytical methods are used for different types of business decisions.</td>
</tr>
<tr>
<td>QNT 275T</td>
<td>STATISTICS FOR DECISION MAKING</td>
<td>3</td>
<td>This course introduces the use of statistics for business decision making. After completion of this course, students will be able to explain how to obtain a suitable sample of business data and evaluate its validity and reliability for statistical inferences, produce tables and charts to organize and display business data, interpret numerical business data using measures of central tendency and variability, apply fundamental concepts probability theory for inferential decision making for business, and perform trend analyses.</td>
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<td>QNT 375</td>
<td>BUSINESS DATA ANALYTICS</td>
<td>3</td>
<td>This course provides an overview of applied business research, statistical tools, and data analytics used to support strategic decision making. Students will examine methods used to frame business problems, conduct research, collect and evaluate data for validity and reliability, determine patterns and trends in performance, and effectively present conclusions.</td>
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<tr>
<td>QNT 375T</td>
<td>BUSINESS DATA ANALYTICS</td>
<td>3</td>
<td>This course provides an overview of applied business research, statistical tools, and data analytics used to support strategic decision making. Students will examine methods used to frame business problems, conduct research, collect and evaluate data for validity and reliability, determine patterns and trends in performance, and effectively present conclusions.</td>
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<tr>
<td>QRB 501</td>
<td>QUANTITATIVE REASONING FOR BUSINESS</td>
<td>3</td>
<td>This course applies quantitative reasoning skills to business problems. Students learn to analyze data using a variety of analytical tools, graphs, tables, and charts. Other topics include formulas, visual representation of quantities, time value of money, and measures of uncertainty.</td>
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<tr>
<td>RDG 201CA</td>
<td>READING AND WRITING CONCEPTS</td>
<td>3</td>
<td>This course builds a foundation in language acquisition and development to examine the concepts of reading, writing, spelling and handwriting. Students explore children’s development in these areas and the implications for instruction. They also observe and reflect on language arts interactions and activities in a classroom setting.</td>
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<tr>
<td>RDG 350</td>
<td>CHILDREN'S LITERATURE</td>
<td>3</td>
<td>This course examines the use of Children's literature in the elementary school classroom. Various genres are studied, as well as the application of Children's literature to instruction and to assessment in reading. Methods for integrating the use of Children's literature in all content areas are examined.</td>
</tr>
<tr>
<td>RDG 351</td>
<td>EARLY CHILDHOOD LITERACY DEVELOPMENT</td>
<td>3</td>
<td>In this course, students learn about creating an environment in the early childhood setting that promotes literacy skill development. Students examine theories and strategies for language development; strategies and assessments to support literacy learning; and strategies to support vocabulary learning, reading comprehension, and family involvement in literacy instruction. Students gain the necessary knowledge and skills to create developmentally effective learning environments that promote listening, speaking, reading, and writing skills.</td>
</tr>
<tr>
<td>RDG 412</td>
<td>SCIENTIFICALLY BASED LITERACY INSTRUCTION</td>
<td>3</td>
<td>This course focuses on scientifically-based research as the foundation for classroom reading instruction. It examines the work of the National Reading Panel, as well as the mandates of The Colorado Reading to Ensure Academic Development Act (2012) and state reading and language arts standards. In addition, it focuses on the five major areas of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. The elements and the application of techniques for organizing and implementing explicit, systematic instruction in each of these areas, and methods of regularly assessing Children's performance in reading and language arts are also emphasized.</td>
</tr>
<tr>
<td>RDG 415</td>
<td>DIAGNOSIS AND REMEDIATION OF READING DIFFICULTIES</td>
<td>3</td>
<td>This course addresses the use of reading assessments to determine classroom intervention and instructional strategies. It provides foundational information about stages of reading, factors that impact reading success or failure, and the nature of reading difficulties. This information serves as a context for learning about the selection, administration, and interpretation of formal and informal classroom assessments for the purposes of screening, diagnosing difficulties, monitoring progress, and evaluating instruction.</td>
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<tr>
<td>RDG 416</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD LANGUAGE AND LITERACY</td>
<td>3</td>
<td>In this course, students learn about children’s language and literacy development from birth to age 8. Students examine theories of language development and second language acquisition; the needs of English learners; and strategies for engaging children in integrated listening, speaking, reading, and writing experiences. Integration of content area standards, development of hands-on learning experiences, and developmentally effective assessments as a means of informing instruction are also emphasized.</td>
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<tr>
<td>RDG 418</td>
<td>PHONOLOGICAL THEORY AND READING INSTRUCTION</td>
<td>3</td>
<td>This course focuses on scientifically-based instruction in phonological awareness, linguistic skills, and phonics as fundamental to implementing an effective reading program. Students examine scientific research and distinguish it from nonscientific claims. In addition, they study the applications of scientific research to classroom instruction.</td>
</tr>
<tr>
<td>RDG 420</td>
<td>ELEMENTARY METHODS - READING/LANGUAGE ARTS</td>
<td>3</td>
<td>This course focuses on the most current research, theory, methods, and state standards related to reading instruction including research-based systematic phonics, including language and literacy development. Teacher candidates will enhance content knowledge of phonics, phonemic awareness, fluency, comprehension, and vocabulary. This course provides teacher candidates with the background knowledge in language arts necessary to prepare comprehensive standards-based lesson plans and integrated units of instruction. Effective instructional, assessment, and differentiation techniques are also discussed.</td>
</tr>
<tr>
<td>RDG 420CA</td>
<td>ELEMENTARY METHODS: READING AND LANGUAGE ARTS</td>
<td>3</td>
<td>This course focuses on current research, theory, methods, and state standards related to reading instruction. It provides students with the background knowledge in language arts necessary to prepare comprehensive standards-based lesson plans and integrated units of instruction. Effective instructional and assessment techniques are modeled.</td>
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<td>RDG 537</td>
<td>CURRICULUM CONST AND ASSMT: READING AND LANGUAGE ARTS</td>
<td>4</td>
<td>This course focuses on the most current research, theory, and methods of reading instruction, while providing students with the background knowledge in language arts necessary to prepare an integrated unit of instruction. Various instructional and assessment techniques, including research-based phonics, are modeled. A practical application project, based on work with a student in a K-8 school setting, is incorporated into the course requirements.</td>
</tr>
<tr>
<td>RDG 537CA</td>
<td>CURRICULUM CONST AND ASSMT: READING AND LANGUAGE ARTS</td>
<td>4</td>
<td>This course focuses on the design and delivery of a comprehensive reading/language arts program of systematic instruction in reading, writing, listening, and speaking in multiple subject classrooms. Emphasis is placed on instructional planning, design, delivery and assessment as well as universal access and differentiated instruction. Candidates use this knowledge to prepare an integrated unit of instruction. Guided field experience, based on work with a student in a K-8 school setting, is incorporated into the course requirements.</td>
</tr>
<tr>
<td>RDG 542</td>
<td>CURR CONST AND ASSMT: READING METHODS FOR SECONDARY SETTINGS</td>
<td>3</td>
<td>This course focuses on the most current research on the design, delivery, and assessment of content-based literacy strategies (pre-reading, guided reading, post-reading, and writing) in single subject classrooms at the secondary level. Candidates use this knowledge to prepare a comprehensive content area lesson plan. Guided field experience, based on work in a single subject content area classroom, is incorporated into the course requirements.</td>
</tr>
<tr>
<td>RDG 542CA</td>
<td>CURR CONST AND ASSMT: READING METHODS FOR SECONDARY SETTINGS</td>
<td>3</td>
<td>This course focuses on the design and delivery of content-based literacy strategies (reading, writing, listening and speaking) in single subject classrooms. Emphasis is placed on instructional planning, design, and delivery; assessment; universal access and differentiated instruction. Candidates use this knowledge to prepare a comprehensive content area lesson plan. Guided field experience, based on work in a single subject content area classroom, is incorporated into the course requirements.</td>
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<tr>
<td>RDG 556</td>
<td>ELEMENTS OF LITERACY CONTENT AND PEDAGOGICAL KNOWLEDGE</td>
<td>3</td>
<td>This course focuses on the five key themes of English language arts and literacy: making meaning, language development, effective expression, content knowledge, and foundational skills in multiple subject classrooms. Candidates apply interdisciplinary teaching strategies to develop learning and critical thinking skills in their learners. Emphasis is placed on using both universal design as a learning framework to guide instructional planning, design, delivery and assessments, and Multi-Tiered System of Supports to meet the needs of diverse learners. This course incorporates required guided clinical experience based on work with a student in a K-8 school setting.</td>
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<tr>
<td>RDG 558</td>
<td>SECONDARY CONTENT AREA LITERACY</td>
<td>3</td>
<td>This course focuses on implementing principles, and instructional strategies for comprehensive instruction of content-based literacy strategies in single-subject classrooms. Emphasis is placed on development of literacy throughout all content areas; designing and differentiating curriculum; showcasing literacy through speech, writing, listening, and reading; incorporating new literacies and assessment. Candidates use this knowledge to prepare a comprehensive content area lesson plan. This course incorporates required guided field experience based on work in a single-subject content-area classroom.</td>
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<tr>
<td>RDG 570</td>
<td>CURRICULUM CONST AND ASSMT: READING AND LANG ARTS FOR SPE</td>
<td>4</td>
<td>This course focuses on the most current research, theory, and methods of reading instruction. Teacher candidates will implement teaching and learning strategies that use critical thinking, provide meaningful context, and incorporate student knowledge to develop an integrated unit of instruction. Instruction and assessment techniques, including intervention practices, research-based phonics instruction, and strategies for teaching learners with dyslexia, are modeled. In addition, candidates will examine the writing process and ways to promote skill development for exceptional learners.</td>
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<tr>
<td>RDNG 500</td>
<td>Reading Methods: Primary</td>
<td>3</td>
<td>This course explores current theories and methods to support young children in making a successful start in reading. Participants explore principles of language acquisition and reading; children’s transitions from oral language to concepts of print; and the techniques, technology, and texts to begin the development of college- and career-ready readers and writers. Participants analyze effective methods to monitor and assess children’s reading, while differentiating reading instruction based on experiential background, language, culture, and special learning needs.</td>
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<tr>
<td>RDNG 501</td>
<td>Reading Methods: Elementary</td>
<td>3</td>
<td>This course is designed to provide an integrated approach to reading instruction. Participants analyze current trends for teaching literacy and explore specific strategies designed to help construct meaning across the curriculum. Participants learn methods for meeting the needs of diverse learners and assessing reading performance. In addition, emphasis is placed on components of balanced literacy instruction, including word identification, prereading techniques, vocabulary development, fluency, comprehension, writing, and technology-based instruction.</td>
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<tr>
<td>RDNG 502</td>
<td>Reading Methods: Secondary</td>
<td>3</td>
<td>This course emphasizes literacy and learning in grades 6-12. Various influences on reading and writing are analyzed, including new literacies, information and communication technologies, diversity, schema, resources, and student skill level. Participants examine state and national standards, instructional strategies, active engagement techniques, fluency, vocabulary development, and assessment.</td>
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<tr>
<td>RDNG 504</td>
<td>Phonological Theory and Application</td>
<td>3</td>
<td>This course addresses the linguistic, neurological, cognitive, and socio-cultural factors that influence readers and writers. The No Child Left Behind (NCLB) Act, national and state standards in literacy, and high stakes assessments have resulted in more attention placed on the role of phonics in students’ reading and writing achievement. Participants study relevant research, theories, and instructional approaches, including technology and multimedia, to support phonics as a fundamental component of effective reading, writing, and spelling programs.</td>
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<tr>
<td>RDNG 505</td>
<td>CHILDREN'S LITERATURE</td>
<td>3</td>
<td>This course examines children's literature, its various genres, and its importance in the classroom to engage students in reading, writing, listening, and speaking. Participants explore the value that children’s literature adds to the lives of children and why reading matters for children, teachers, adults, society, and the world. Participants examine how to encourage children to be lifelong readers by learning about how, when, and why children read.</td>
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<td>RDNG 506</td>
<td>Elementary Reading and Writing Strategies</td>
<td>3</td>
<td>This course empowers participants to support diverse elementary students to read and write with ease and confidence. Participants explore the principles, theories, and standards that help students read and write well. In particular, participants explore reading and writing materials, instructional tools and strategies, and assessment techniques.</td>
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<tr>
<td>RDNG 507</td>
<td>Content Area Reading and Writing for Elementary</td>
<td>3</td>
<td>This course focuses on methods and materials for teaching diverse elementary children to read and write well in various content areas. Participants examine current critical issues affecting content area reading and writing, including state and national assessments. Effective reading and writing strategies, vocabulary development, and technology tools, media, and print materials used to enhance children’s reading and writing in the content areas are also explored.</td>
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<tr>
<td>RDNG 508</td>
<td>Adolescent Literature</td>
<td>3</td>
<td>This course focuses on evaluating, selecting, integrating, and understanding adolescent literature in 6th-12th grade classrooms. Participants investigate gender, language, and individual preferences in adolescent literature. Participants analyze various techniques and formats for teaching diverse learners using an array of culturally responsive, age-appropriate, classic, contemporary, and award-winning literature. Participants examine the use of text sets, choice books, technology links, tradebooks, audio books, author studies, performance assessments, and book-to-film features to incorporate across the curriculum.</td>
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<tr>
<td>RDNG 510</td>
<td>Content Area Reading and Writing for Adolescents</td>
<td>3</td>
<td>In this course, participants explore the teaching of reading and writing in grades 6-12 content area classrooms. Participants learn instructional strategies, comprehension strategies, vocabulary strategies, and techniques for using reading and writing to learn across content area lines. Methods for differentiating instruction as well as assessing reading and writing are examined.</td>
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<td>RDNG 511</td>
<td>Reading Assessment</td>
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<td>This course focuses on K-12 reading assessment.</td>
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<td>Participants examine various types of assessment for</td>
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<td>use in the classroom, the school, the district, and</td>
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<td>the state. Participants explore objective tests,</td>
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<td>performance assessments, and standardized testing.</td>
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<td>Topics include evaluation of curriculum and</td>
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<td>assessment, data-driven decision making, Response to</td>
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<td>Intervention for struggling readers, diversity and</td>
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<td>assessment, and ethical and legal considerations.</td>
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<td>RDNG 515</td>
<td>DIAGNOSIS, REMEDIATION, AND DIFFERENTIATED INSTRUCTION</td>
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<td>This course focuses on the assessment and correction</td>
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<td>of reading and writing difficulties in the K-12</td>
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<td>classroom setting. Participants identify factors that</td>
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<td>affect reading performance, explore formal and</td>
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<td>informal literacy assessments, and examine strategies</td>
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<td>for the diagnosis and remediation of struggling</td>
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<td>readers and diverse learners with literacy difficulties,</td>
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<td>including students with dyslexia. An additional focus</td>
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<td>is on differentiated instruction with an emphasis on</td>
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<td>phonics, fluency, vocabulary, and comprehension.</td>
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<td>Interest inventories, English language learner</td>
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<td>screening, visual and auditory discrimination tools,</td>
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<td>language expression and processing screening, and</td>
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<td>spelling and writing assessment tools are also</td>
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<td>REL 133</td>
<td>WORLD RELIGIOUS TRADITIONS I</td>
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<td>This course offers a survey of the major historical</td>
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<td>developments, structural cosmology, symbolic</td>
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<td>interpretation, and values of the Hindu, Buddhist,</td>
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<td>Taoist, Confucian, and Shinto traditions.</td>
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<td>REL 134</td>
<td>WORLD RELIGIOUS TRADITIONS II</td>
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<td>This course provides a survey of the major historical</td>
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<td>developments, structural cosmology, symbolic</td>
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<td>interpretation, and values of the Judaic, Christian,</td>
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<td>and Islamic religious traditions.</td>
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<td>RES 351</td>
<td>BUSINESS RESEARCH</td>
<td>3</td>
<td>This course evaluates the process of conducting 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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<tr>
<td>RES 709</td>
<td>RESEARCH CONCEPTUALIZATION AND DESIGN</td>
<td>3</td>
<td>This course provides an overview of social science research methodologies and their application in context to the student's degree program. Foundational concepts include the examination and application of theoretical frameworks, critical analysis of scholarly literature and interpretation of data through a theoretical lens. Students also explore quantitative, qualitative and mixed research methods and the core elements of an effective research plan.</td>
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<tr>
<td>RES 710</td>
<td>STATISTICAL RESEARCH METHODS AND DESIGN I</td>
<td>3</td>
<td>Doctoral practitioners are resolute in their commitment to identifying, informing, and affecting both individual and organizational change and innovation. Generating actionable interventions requires an extensive investigation of situational factors and a foundational understanding of research methodology. In this course, students explore the foundations of statistics used in quantitative research by actively engaging in processes focused on evaluation, appraisal, and application.</td>
</tr>
<tr>
<td>RES 720</td>
<td>STATISTICAL RESEARCH METHODS AND DESIGN II</td>
<td>3</td>
<td>In this course, students expand their understanding of research methodology by exploring advanced statistical procedures. Students leverage investigative processes to demonstrate their understanding of, and ability to apply, interpret, and draw conclusions from complex approaches to quantitative research.</td>
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<tr>
<td>RES 724</td>
<td>QUALITATIVE METHODS AND DESIGN</td>
<td>3</td>
<td>This class presumes some basic understanding of the foundations and underlying assumptions in the field of qualitative research as well as examples of practice. Building upon this preexisting foundational understanding, the purpose of the class is to enhance students' understanding and craft through reading, application, and reflection on the practice of qualitative inquiry.</td>
</tr>
<tr>
<td>RES 725</td>
<td>DESCRIPTIVE AND COMPARATIVE DATA ANALYSIS</td>
<td>3</td>
<td>This course focuses on statistical analysis methods and reporting of results when describing and comparing data from groups. Learners will explore the assumptions, advantages, limitations, and appropriate applications of these quantitative approaches. The methods covered will include comparison of means for various forms of data including multiple means using methods of basic and advanced factorial ANOVA. Multivariate comparisons will also be explored under conditions of multiple independent and dependent variables using techniques including Hotelling's T, MANOVA and related techniques. Depending on the learners' needs other approaches may be covered.</td>
</tr>
<tr>
<td>RES 726</td>
<td>CORRELATIONAL METHODS OF ANALYSIS</td>
<td>3</td>
<td>This course focuses on statistical approaches to analysis and reporting when examining bivariate and multivariate relationships among variables. Learners will explore the underlying assumptions, advantages, limitations and appropriate application of correlation/regression based approaches to data analysis. The course will cover basic correlation methods, simple and multiple regression techniques, and advanced multivariate procedures including factor analysis and structural equation models. Depending on the learners' needs, other approaches may be covered.</td>
</tr>
<tr>
<td>RES 727</td>
<td>APPROACHES TO PHENOMENOLOGICAL INQUIRY AND DATA ANALYSIS</td>
<td>3</td>
<td>This course is designed to provide advanced graduate students with instruction in qualitative phenomenological approaches as applied to social science research. The course will emphasize individual and group interviewing as techniques for phenomenological data collection. Focus is placed on analysis approaches appropriate for and relevant to phenomenological research.</td>
</tr>
<tr>
<td>RES 728</td>
<td>QUALITATIVE CASE STUDY</td>
<td>3</td>
<td>This course is designed to provide advanced graduate students with instruction in qualitative case study research approaches as applied to social science research. The course will emphasize individual and group interviewing as techniques for qualitative case study data collection. This course is particularly useful for advanced doctoral students who plan to conduct a qualitative dissertation. Focus is placed on analysis approaches appropriate for and relevant to case study research.</td>
</tr>
<tr>
<td>RES 729</td>
<td>ETHNOMETHODOLOGY AND THE STUDY OF CULTURE</td>
<td>3</td>
<td>In this course, students will build knowledge of and competence with data analysis techniques developed in the anthropological tradition of ethnography. Integrating data from multiple collection methods (e.g. observational field notes, interviews, analyses of cultural artifacts), students will develop coding/thematic grouping protocols as well as strategies to develop findings into comprehensive interpretation of a particular culture. The course will conclude with a comprehensive overview of the process and practice of writing up ethnographic texts, centering largely on “thick description” as a critical mode of representation.</td>
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<tr>
<td>RES 745</td>
<td>GROUNDED THEORY METHODS</td>
<td>3</td>
<td>This course is designed to provide advanced graduate students with instruction in qualitative approaches as applied to social science research, where the research objective is the development of theory. Building upon an existing understanding of qualitative inquiry, students explore the concept of data within grounded theory as well as the techniques and processes traditionally found within grounded theory, such as the constant comparative method. Focus is placed on the steps and procedures for analyzing data within a grounded theory context.</td>
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<tr>
<td>RES 746</td>
<td>MIXED METHODS</td>
<td>3</td>
<td>The Mixed-Methods course focuses on both conceptual issues surrounding the use of mixed methods in business, education, nursing and social science research and the analysis of data using mixed methods. The course will involve scrutiny of published mixed-method research throughout, and uses published research for reference purposes throughout the course. Students are expected to develop skills in mixed-method research by engaging in actual analysis of data using mixed methods. Thus, the course will blend conceptualization, design, and analysis. Content of the course represents a clear recognition of the importance of mixed methods in research and the growing importance of a solid knowledge of both quantitative and qualitative approaches -- and their blending -- to actually design and conduct meaningful doctoral level research.</td>
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<tr>
<td>RES 750</td>
<td>APPROACHES TO RESEARCH: QUANTITATIVE/QUALITATIVE I</td>
<td>3</td>
<td>In this course, students will learn about foundational quantitative and qualitative research designs and their appropriateness for achieving a study's objectives. Topics include research methods and design, the development of problem statements, purpose statements, research questions, and hypotheses. Learners will create the foundational components of a concept paper for the two topics identified by the student during PSYCH/720R.</td>
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<tr>
<td>RES 751</td>
<td>APPROACHES TO RESEARCH: QUANTITATIVE/QUALITATIVE II</td>
<td>3</td>
<td>In this course, students will critically evaluate the two research topics developed into draft concept papers during RES/750 to determine which topic is most viable for their dissertation study. After selecting a topic, students will more deeply examine quantitative and qualitative research designs, including key methodological approaches. They will continue to develop key components of their dissertation concept paper and focus on a brief review of the literature, a summary of the theoretical or conceptual framework, and a justification of their research methods and design choices.</td>
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<tr>
<td>RES 752</td>
<td>RESEARCH CONSTRUCTS AND DESIGN</td>
<td>3</td>
<td>In this course, students will synthesize the cumulative knowledge gained in RES/750 and RES/751 to prepare their dissertation concept paper for final review and evaluation. The concept paper will be expanded to ensure a brief discussion of the study population, the sampling strategy, and the methodological approach of data collection and analysis. The contents of the concept paper will be critically reviewed by the student for alignment with the College of Doctoral Studies Dissertation Criteria and Rating Scale.</td>
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<tr>
<td>RES 760</td>
<td>MEASUREMENT OF CONSTRUCTS</td>
<td>3</td>
<td>The purpose of this course is to guide students in the integration of information learned in previous courses (i.e., residency, research courses, testing and measurement) that relates to measurement and dissertation issues and apply the information to the initial working draft of the dissertation proposal (developed from the concept paper). The final outcome of this course is an initial outline of the dissertation proposal and draft of the literature review.</td>
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<tr>
<td>RES 765</td>
<td>MULTIVARIATE STATISTICS</td>
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<td>This course focuses on statistical approaches that simultaneously examine multiple variables. Students will explore the assumptions, limitations, advantages, and applications of each approach. The approaches will include correlation and regression, discriminant function and analysis, multidimensional scaling, MANOVA, factor analysis, and path analysis and structural equation modeling.</td>
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<td>RES 770</td>
<td>PSYCHOMETRICS</td>
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<td>Learners will be exposed to theoretical and applied research issues for three areas of psychometrics: classical test theory, generalizability theory, and item response theory. These three theories will be examined based on I/O topics of interest to the students, such as leadership, individual differences, selection, and teamwork.</td>
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<td>RES ARA1</td>
<td>ADVANCED RESEARCH ANALYSIS ELECTIVE</td>
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<td>RES ARA2</td>
<td>ADVANCED RESEARCH ANALYSIS ELECTIVE</td>
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<tr>
<td>RES ARA3</td>
<td>ADVANCED RESEARCH ANALYSIS ELECTIVE</td>
<td>3</td>
<td>Place holder</td>
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<tr>
<td>RHET 300</td>
<td>RHETORICAL THEORIES</td>
<td>3</td>
<td>This course examines major rhetorical theories and theorists from a range of cultures and periods.</td>
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<tr>
<td>RHET 470</td>
<td>STUDIES OF AMERICAN RHETORIC</td>
<td>3</td>
<td>This course examines American rhetoric from a variety of genres and a range of historical periods.</td>
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<tr>
<td>RHET 475</td>
<td>RHETORIC AND SOCIAL MEDIA</td>
<td>3</td>
<td>This course explores the use of rhetoric in contemporary social media.</td>
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<tr>
<td>RHM 410</td>
<td>THE LANDSCAPE OF HEALTH CARE IN RETAIL HEALTH CLINICS</td>
<td>3</td>
<td>This course introduces students to the business operations of the retail health environment. Focus will include overall concepts of health systems, managed care plans, and government providers that impact retail health clinics, as well as formulating strategies for the future development of retail clinics.</td>
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<tr>
<td>RHM 420</td>
<td>THE MANAGEMENT OF RETAIL HEALTH CLINICS</td>
<td>3</td>
<td>This course introduces students to the management of retail health clinics. Content will focus on customer engagement, clinical practices, and the day-to-day management of the retail health clinic environment.</td>
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<tr>
<td>RHM 430</td>
<td>TECHNOLOGY AND DIGITAL HEALTH CARE IN RETAIL HEALTH CLINICS</td>
<td>3</td>
<td>This course introduces students to technology and digital health within retail health clinics. Concepts covered include patient record management, the exchange of data, proper coding, and data management for the health and wellness of consumers using retail health clinics.</td>
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<tr>
<td>RHM 440</td>
<td>REGULATORY AND COMPLIANCE IN THE RETAIL HEALTH ENVIRONMENT</td>
<td>3</td>
<td>This course covers regulatory and compliance concepts as it relates to retail health management. Students will focus on resource allocation related to compliance and regulations concerning privacy and security laws, and communication protocols with consumers, staff, and external partners to the retail health clinics.</td>
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<td>RHM 450</td>
<td>RETAIL HEALTH FINANCIAL STRATEGIES</td>
<td>3</td>
<td>This course introduces students to approaches that relate to the financing and reimbursement of retail health clinics. Course content will focus on financial strategies for retail health clinics, the various payers within the health care industry for timely reimbursement, and appropriate billing and coding considerations that impact the management of retail health clinics.</td>
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<tr>
<td>SCHC 505</td>
<td>HUMAN DEVELOPMENT AND FAMILY CHANGE ACROSS THE LIFESPAN</td>
<td>3</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 school based situations, consider prevention strategies and assess potential interventions in the school context.</td>
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<tr>
<td>SCHC 544</td>
<td>CLINICAL ASSESSMENT AND STUDENT EVALUATION</td>
<td>3</td>
<td>This course introduces students to models and tools of assessment. Students learn and practice assessment strategies, use of the Diagnostic and Statistical Manual of Mental Disorders (DSM), and behavioral analysis in relationship to student-age populations. Students will develop competency in intervention, referral, and after care procedures for professional school counseling practice. Emphasis will be placed on models and techniques for physical and sexual abuse and neglect, substance abuse, suicide and participating as a member of a multidisciplinary team for special education planning. Administration, scoring, and interpretation of standardized tests are described, and principles necessary for the development, interpretation, and selection of assessment instruments are presented. Multicultural and ethical issues regarding assessment are also examined.</td>
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<tr>
<td>SCHC 554</td>
<td>GROUP COUNSELING: CHILDREN AND ADOLESCENTS</td>
<td>3</td>
<td>This course provides students with intensive knowledge, awareness, and skill-building in group counseling within a school setting. Content emphasizes such areas as different types of groups, group dynamics, group norms and boundaries, leadership styles, leading and co-leading, and development of appropriate school based counseling group plans. Confidentiality, selection procedures, ethics, and multicultural diversity are included as key components of effective group counseling practice.</td>
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<tr>
<td>SCHC 562</td>
<td>STUDENT VOCATIONAL DEVELOPMENT AND CAREER COUNSELING</td>
<td>3</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. The course fosters appropriate use of career counseling tools such as computer-based guidance systems, labor market information, and assessment. It provides a historical perspective of current College Tech Prep and K-12 programs. Issues related to career counseling for individuals from specific populations are also addressed.</td>
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<tr>
<td>SCHC 571</td>
<td>SCHOOL COUNSELING ADMINISTRATION</td>
<td>3</td>
<td>This course examines the essential role of counselors in administering school counseling programs. This includes the processes of designing, implementing, monitoring, and evaluating comprehensive school counseling and guidance programs. The course emphasizes the role of the counselor as a leader and advocate in systemic change.</td>
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<tr>
<td>SCHC 592</td>
<td>PRACTICUM IN SCHOOL COUNSELING</td>
<td>3</td>
<td>The Practicum is designed to help students make a transition from the academic study of school counseling concepts to the practical application of these concepts in the school setting. Students are closely supervised as they develop skills in the comprehensive school counseling areas of responsive services, guidance curriculum, individual planning, and system support. The practicum experience includes on campus classroom hours and 100 Practicum hours at a school site.</td>
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<tr>
<td>SCHC 592O</td>
<td>ORIENTATION TO SCHOOL COUNSELING PRACTICUM</td>
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<td>This course is an orientation to the practicum and internship.</td>
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<tr>
<td>SCHC 597A</td>
<td>SCHOOL COUNSELING INTERNSHIP A</td>
<td>3</td>
<td>Counseling Internship is a 600-hour clinical experience required of all Master of Counseling students. Divided into 300 hour sections, each lasting 15 weeks, SCHC/597 A and B comprise Portfolio III of the counseling portfolio series. Students work in a K-12 school setting for 20-30 hours per week where they provide school counseling services under the direction and supervision of an approved school counselor.</td>
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<tr>
<td>SCHC 597B</td>
<td>SCHOOL COUNSELING INTERNSHIP B</td>
<td>3</td>
<td>Counseling Internship is a 600-hour clinical experience required of all Master of Counseling students. Divided into 300 hour sections, each lasting 15 weeks, SCHC/597 A and B comprise Portfolio III of the counseling portfolio series. Students work in a K-12 school setting for 20-30 hours per week where they provide school counseling services under the direction and supervision of an approved school counselor.</td>
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<tr>
<td>SCH-CN 501</td>
<td>School Counseling: Delivery of Services</td>
<td>3</td>
<td>Aligned with the national school counseling model, the primary focus of this course is on guidance curriculum, individual planning, responsive services, and system supports that advocate for every student's academic, career, personal, and social success. Delivery components of effective K-12 school counseling programs are examined. Participants analyze current strategies, interventions, and trends to promote constructive partnerships and student wellness.</td>
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<tr>
<td>SCI 163</td>
<td>ELEMENTS OF HEALTH AND WELLNESS</td>
<td>3</td>
<td>This course provides an overview of the key components of comprehensive wellness. Based on a preventive model, the course will allow learners to explore choices that promote wellness with goals of living longer and better.</td>
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<tr>
<td>SCI 163T</td>
<td>ELEMENTS OF HEALTH AND WELLNESS</td>
<td>3</td>
<td>This course provides an overview of the key components of comprehensive wellness. Based on a preventive model, the course will allow learners to explore choices that promote wellness with goals of living longer and better.</td>
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<tr>
<td>SCI 201</td>
<td>SURVEY OF ALTERNATIVE MEDICINE</td>
<td>1</td>
<td>This course examines the traditions and recent developments within the field of alternative medicine and includes a comparison of Western and Eastern diagnostic systems. Through a highly interactive and experiential format, participants will overview a comprehensive range of physical, psychological, and energy therapies resulting in insight, awareness, and appreciation for diverse approaches to medicine.</td>
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<tr>
<td>SCI 209</td>
<td>OCEANOGRAPHY</td>
<td>3</td>
<td>This course examines the linkages between the evolution of earth and water masses. Students will focus on the physical, chemical, biological and geological aspects of the ocean processes.</td>
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<tr>
<td>SCI 220</td>
<td>HUMAN NUTRITION</td>
<td>3</td>
<td>This course introduces the basic concepts of human nutrition to highlight ways that students can integrate healthy nutrition into their lifestyles. Principles of digestion and absorption, the function of nutrients, lifecycle nutrition practices, disease prevention, diet modifications, and weight management are covered. Practical application of these principles to the students’ lives is emphasized.</td>
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<tr>
<td>SCI 220T</td>
<td>HUMAN NUTRITION</td>
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<td>This course introduces the basic concepts of human nutrition to highlight ways that students can integrate healthy nutrition into their lifestyles. Principles of digestion and absorption, the function of nutrients, lifecycle nutrition practices, disease prevention, diet modifications, and weight management are covered. Practical application of these principles to the students’ lives is emphasized.</td>
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<td>SCI 250</td>
<td>MICROBIOLOGY</td>
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<td>This course will instruct students on the fundamentals of microbiology. Topics will include introduction to the biology of microorganisms, including structure, function, metabolism, growth, genetics, diversity, and host-parasite relationships. Also, examples of how microorganisms are relevant to the needs, activities, and role of the health of individuals is discussed. Students will explore principles of applied microbiology and apply these scientific principles to case studies and lab experiences. Online labs in this course require students to apply knowledge from the classroom to online experiments and critical-thinking application exercises.</td>
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<td>SCI 256</td>
<td>PEOPLE, SCIENCE AND THE ENVIRONMENT</td>
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<td>This in-depth environmental science course examines how people use science to understand how they relate to the environment. The course explores relationships between people and ecosystems, and the science behind how ecosystems work. It reviews the historical development of the environmental movement, interactions between humans and natural ecosystems, and more specifically, the role of a growing population and associated pressures on natural resources. This course further examines how economics, natural systems, and conservation are interrelated. The many forms of pollution as well as types of energy resources are addressed. This course challenges students to consider the impact of lifestyle choices on environmental sustainability.</td>
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<td>SCI 362</td>
<td>ENVIRONMENTAL ISSUES AND ETHICS</td>
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<td>This course applies scientific, philosophical, economic, and ethical principles to current and future environmental issues. Students will analyze the cumulative impact of human activities on global ecosystems, as well as responsibilities to the natural world, in terms of the complex interrelationships humans have with their environment.</td>
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<td>SEC 100</td>
<td>INTRODUCTION TO SECURITY MANAGEMENT</td>
<td>3</td>
<td>This course is an introductory overview of the Security Management field and provides a broad-based view of the history, practices, methodologies, and management theories of the profession. It reviews industry standards for security, threat assessment and risk analysis guidelines, investigative techniques, personnel management, security equipment and security best practices. Additionally, this course examines security technology, loss prevention and workforce safety programs, planning for continuity of business operations, and corporate/client communication skills.</td>
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<tr>
<td>SEC 120</td>
<td>CORPORATE SECURITY ESSENTIALS</td>
<td>3</td>
<td>This course will identify security essentials that are prevalent in the corporate security function such as trade secrets, proprietary information, information security, and vulnerability assessments. It also examines the purposes, objectives, procedures, risks, and types of organizations associated with the respective essentials.</td>
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<tr>
<td>SEC 130</td>
<td>PRIVATE SECURITY ISSUES AND CONFLICTS</td>
<td>3</td>
<td>This course identifies issues and conflicts associated with the private security industry by examining security management, recruitment, selection, training, investigation of crimes, terrorism and natural disasters.</td>
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<tr>
<td>SEC 140</td>
<td>INCIDENT COMMUNICATION PLANS AND SYSTEMS</td>
<td>3</td>
<td>This course provides the student with an understanding of the various elements needed for responding to critical incident events. These incidents include natural disasters, workplace violence, and other significant planned and unplanned occurrences. An emphasis is given to proper planning, communication, and system development for these critical incidents.</td>
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<td>SEC 150</td>
<td>INSIDER THREATS FUNDAMENTALS</td>
<td>3</td>
<td>This course provides the student with an understanding of assessing potential risks which may originate from members or employees within an organization by identifying specific risk indicators. An emphasis is given to the process of risk analysis along with the ability to design, manage, and implement a response to potential threats. Additionally, students will learn how to use the Return on Investment (ROI) approach to evaluate company performance.</td>
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<tr>
<td>SEC 200</td>
<td>EMERGENCY MANAGEMENT AND RESPONSE</td>
<td>3</td>
<td>This course will identify emergency practices for critical incident responses such as natural disasters, man-made disasters, bomb threats, strikes, and terrorism. It will also examine specific concepts in relation to emergency response including: mutual aid associations, disaster recovery, public relations and warning, and alert systems.</td>
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<tr>
<td>SEC 210</td>
<td>PHYSICAL ASSET PROTECTION</td>
<td>3</td>
<td>This course introduces students to examining physical assets and evaluating risk as a result of associated threats and identified vulnerabilities. Based on a risk analysis model, students will evaluate assets, prioritize threats, and apply critical thinking to countermeasures with consideration for a cost-benefit analysis.</td>
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<tr>
<td>SEC 220</td>
<td>CRITICAL THINKING IN SECURITY MANAGEMENT</td>
<td>3</td>
<td>This course will explore various types of critical thinking strategies for security management practitioners; identifying the differences between management and leadership in the organization. Students will also examine the applied strategic planning model, management theories, and analytic techniques.</td>
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<tr>
<td>SEC 230</td>
<td>HOMELAND SECURITY AND PUBLIC SAFETY</td>
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<td>This course evaluates public safety initiatives in a post 9/11 era with emphasis on homeland security strategies carried out by federal, state, local, private, and joint assets. Students will examine threats, investigative techniques, and applicable laws and regulations used to mitigate risk.</td>
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<td>SEC 240</td>
<td>LOSS PREVENTION AND SUPPLY CHAIN SECURITY</td>
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<td>This course is an introduction and general overview of loss prevention and supply chain security strategies and programs. Students will learn the basic principles and methodologies involved with the prevention of shrinkage or loss. Students will be introduced to basic theories and concepts, key terms and definitions and current critical issues. Additionally, this course provides an overview of situational crime prevention, the crime risk management process, and the stages necessary to designing an effective supply chain security program.</td>
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<td>SEC 311</td>
<td>SECURITY MANAGEMENT FUNDAMENTALS</td>
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<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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<tr>
<td>SEC 319</td>
<td>COMPUTERS AND INFORMATION PROCESSING IN SECURITY</td>
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<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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<tr>
<td>SEC 321</td>
<td>SURVEY OF SECURITY SPECIALIZATIONS</td>
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<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>SEC 331</td>
<td>INDUSTRIAL SAFETY</td>
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<td>This course provides students with an overview of safety issues that could be experienced by security personnel as first responders in various work environment emergencies. It includes a review of OSHA, EPA, and National Fire Code safety regulations and provides methods for identifying and correcting environmental risk factors related to hazardous materials, fire, and other potential safety hazards. The course is also intended to provide the student with knowledge that will assist with the initial response to, and investigation of, work-related accidents.</td>
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<td>SEC 341</td>
<td>CRIMINOLOGY AND THE CRIMINAL JUSTICE SYSTEM</td>
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<td>This course identifies the theories of criminology and its influence on society from social, political, individual and theoretical perspectives. The course examines types of criminal activity and provides students with an understanding of the causes of criminal behavior and the societal response to crime. The course also identifies and discusses the various elements of the American criminal justice system and related current trends of social media and perceived disparages.</td>
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<td>SEC 351</td>
<td>LEGAL AND REGULATORY ISSUES IN SECURITY MANAGEMENT</td>
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<td>This course examines legal, regulatory, ethical, and policy issues that influence the work performance of security personnel. It also discusses the potential consequences of non-compliance for individuals and institutions.</td>
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<tr>
<td>SEC 361</td>
<td>INTERPERSONAL COMMUNICATIONS</td>
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<td>This course prepares the student to communicate effectively in written and verbal form. It provides principles for effective investigative reporting and incident documentation, as well as techniques for interviewing and understanding verbal and nonverbal communication.</td>
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<td>SEC 371</td>
<td>FINANCE AND BUDGETING PRACTICES</td>
<td>3</td>
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<td>This course provides the student with an understanding of the various elements of a program budget and the process of budget development, justification, and presentation. Special emphasis is given to these procedures, practices, and liabilities in relation to security-oriented environments.</td>
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<td>SEC 391</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
<td>3</td>
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<td>This course encompasses the study of individual and group behavior in organizational settings, with special emphasis on those that are security-oriented. Management methods for organizational processes and change are presented along with leadership applications.</td>
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<tr>
<td>SEC 401</td>
<td>THREAT AND VULNERABILITY MANAGEMENT</td>
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<td>This course highlights a methodical approach to security management. Students will learn the steps necessary to carrying out a comprehensive security risk assessment with consideration for physical facilities, personnel, equipment, and operating systems. Students will evaluate techniques and current trends for identifying and managing security risks and vulnerabilities associated with potential threats.</td>
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<tr>
<td>SEC 411</td>
<td>PHYSICAL SECURITY</td>
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<td>This course provides the student with an understanding of the various levels of security that can be employed for the protection of people, property, and data housed in physical facilities.</td>
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<tr>
<td>SEC 421</td>
<td>PERSONNEL SECURITY AND EXECUTIVE PROTECTION</td>
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<td>This course provides the student with an understanding of the procedures, techniques, and technology associated with the protection of executives, employees, customers, and the general public from intentional harm, accidents, and naturally occurring emergencies.</td>
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<tr>
<td>SEC 431</td>
<td>PRINCIPLES OF INVESTIGATION</td>
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<td>Investigation of criminal activity, employment applicant backgrounds, and internal organizational security issues are an integral part of the security manager’s responsibilities. This course is designed to provide the student with an understanding of the principles and techniques of investigation.</td>
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<tr>
<td>SEC 441</td>
<td>SECURITY OF NETWORKS AND ENTERPRISE SYSTEMS</td>
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<td>This course reinforces student’s knowledge and comprehension of the security issues associated with computer network systems. The course also explores security measures intended to protect the software, hardware, and data associated with computer systems and include practices that security professional employ to harden their organization’s information systems against attack.</td>
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<tr>
<td>SEC 451</td>
<td>GLOBAL SECURITY ISSUES</td>
<td>3</td>
<td>This course introduces the student to the evolutionary changes to the global security environment. The course will help the student understand the dynamic nature of global factors influencing security strategies and how domestic security policy integrates these global strategies.</td>
</tr>
<tr>
<td>SEC 461</td>
<td>TERRORISM</td>
<td>3</td>
<td>This course helps the student understand the causes of domestic and international terrorism and the psychological and economic effects of terrorist acts.</td>
</tr>
<tr>
<td>SEC 471</td>
<td>CRITICAL INCIDENT MANAGEMENT</td>
<td>3</td>
<td>This course introduces students to the process of critical incident management, encompassing a variety of events that impact justice and security organizations. This course will discuss prevention, planning, and recovery, as well as inter-agency coordination and response.</td>
</tr>
<tr>
<td>SEC 481</td>
<td>SECURITY CAPSTONE</td>
<td>3</td>
<td>This is the capstone course for the Security Management undergraduate program. The course provides students with the opportunity to integrate and apply specific program knowledge and learning in a comprehensive manner with regard to the areas of risk and threat assessment, physical, personal, and information system(s) security, emergency and critical incident response, and administration and management. Students will evaluate and demonstrate their professional growth with the development of an effective security plan.</td>
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<tr>
<td>SEC 489</td>
<td>IMPLEMENTATION OF SECURITY SYSTEM MEASURES</td>
<td>3</td>
<td>This course will examine the process of security project planning. Students will gain knowledge in how to submit a contract requesting proposals, analyzing appropriate bids, procuring necessary components for the security system, and security system integration.</td>
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<tr>
<td>SEC 490</td>
<td>PHYSICAL SECURITY OPERATIONS CAPSTONE</td>
<td>3</td>
<td>In this course students will examine the physical security of a facility and complete a security survey to make recommendations on improvement while considering cost implications and system effectiveness.</td>
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<tr>
<td>SEC 491</td>
<td>ENTERPRISE SECURITY ADMINISTRATION CAPSTONE</td>
<td>3</td>
<td>This course will examine the totality of the domain areas necessary to successfully manage Enterprise Security within an organization. We will place special emphasis on integrating knowledge from the previous courses to examine the security system as a whole and make recommendations for best practices and improvement.</td>
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<tr>
<td>SEC 508</td>
<td>MODELS, THEORIES AND STRATEGIES FOR SECONDARY EDUCATION</td>
<td>3</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>SEC 532</td>
<td>SECONDARY - CREATING AN EFFECTIVE LEARNING ENVIRONMENT</td>
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<td>SEC 533</td>
<td>INSTRUCTION AND ASSESSMENT FOR DIVERSE LEARNERS</td>
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<td>SEC 534</td>
<td>READING IN THE CONTENT AREA</td>
<td>3</td>
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<tr>
<td>SEC 535</td>
<td>ENGLISH/LANGUAGE ARTS CONTENT AND CURRICULAR KNOWLEDGE</td>
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</table>

**SEC 532 Secondary - Creating an Effective Learning Environment**

This course examines the strategies used in managing a positive and respectful classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating and engaging students, parent and community engagement, and effective communication strategies. This course provides direction to teacher candidates on how and where to seek support and guides them in developing an individual classroom management plan appropriate for their targeted grade levels and needs.

**SEC 533 Instruction and Assessment for Diverse Learners**

This course focuses on the theoretical models that underlie teaching and learning in middle and high school settings. Teacher candidates examine best practices for teaching all students, explore lesson plan designs, analyze the most effective instructional and questioning strategies to promote student learning, and develop a lesson plan. Candidates also explore assessment and its relationship to lesson planning, the backward design process, culturally responsive teaching practices, and strategies for collaborating with colleagues and communicating with families.

**SEC 534 Reading in the Content Area**

This course focuses on the most current research on the design, delivery, and assessment of content-based literacy strategies in single-subject classrooms at the middle and high school levels. Foundations and trends in content area literacy, academic language strategies, disciplinary reading and writing strategies, and inquiry-based strategies are addressed in this course. The integration of new literacies and technology into content area instruction, strategies for effectively studying texts, approaches to lesson and unit planning, and benefits of collaborative learning are explored. Candidates use this knowledge to prepare a comprehensive content area literacy unit at the end of the course.

**SEC 535 English/Language Arts Content and Curricular Knowledge**

This course explores the application of basic instructional methods to the content area of English and language arts in middle and high school settings. Teacher candidates identify the educational needs of students by exploring current instructional theory, models, and strategies; and state, local, and national standards as they relate to instruction, assessment, and accountability. Skills for teaching reading and comprehending complex literary and informational texts, as well as writing, listening, and speaking in the classroom are also examined. This course also helps participants develop skills in selecting and adapting delivery methods for diverse individual students and student populations.
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<th>Course Code</th>
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<tr>
<td>SEC 536</td>
<td>SOCIAL STUDIES CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course explores the application of instructional methods and strategies for teaching history and social sciences in diverse middle and high school settings. Teacher candidates review national and state standards, current issues, and approaches to instruction and assessment in the social sciences. This course assists prospective educators in developing skills to select and adapt social science resources to support curriculum that meets the needs of all learners and integrates literacy and technology, and to plan for professional development and enrichment activities. Throughout the course, candidates will complete a content-specific unit ready for use in a classroom or inclusion in a professional portfolio.</td>
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<tr>
<td>SEC 537</td>
<td>SECONDARY CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course focuses on the methodology and assessment strategies that enhance learning at the secondary level across content areas. The teacher candidate will use assessment data to enhance instruction that meets students' varied learning needs. Teacher candidates will apply essential strategies to promote critical thinking and incorporate meaningful context to promote a deeper understanding of content. This course also explores multiple perspectives of students as learners of secondary content as well as current research on pedagogy.</td>
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<tr>
<td>SEC 538</td>
<td>MATHEMATICS CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course focuses on the pedagogy and assessment strategies of teaching mathematics in middle and high school settings. Teacher candidates identify the educational needs of secondary students by exploring national, state, and professional standards from the National Council of Teachers of Mathematics, as well as current theories, models, and strategies of instruction to meet the needs of diverse learners. Teacher candidates will focus on enhancing the meaning of mathematical concepts, developing critical thinking skills to include the use of math concepts in other disciplinary areas, and creating real-life experiences for all learners.</td>
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<tr>
<td>SEC 539</td>
<td>PHYSICAL EDUCATION CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course explores the secondary physical education classroom teaching and assessment strategies, and national and state standards. Candidates examine topics including developing motor skills through activities, developing levels of physical fitness, understanding principles of human movement, developing and practicing social skills, and the value of fair play in games and sports. Candidates develop skills in selecting, designing, and adapting instruction for diverse student populations. The course also emphasizes classroom and sport/field management skills and safety as they relate to physical education instruction.</td>
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<tr>
<td>SEC 540</td>
<td>SCIENCE CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course is designed to prepare teacher candidates to teach science at the secondary school level. To meet this objective, candidates explore the instructional methods in science content areas in middle level and high school settings. Candidates identify the educational needs of secondary students by exploring current instructional theory; national, state, and local standards; and social issues that affect the science classroom. The course also helps candidates develop skills in selecting and adapting instruction and management plans for diverse student populations.</td>
</tr>
<tr>
<td>SEC 541</td>
<td>VISUAL ARTS CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>This course explores the theory, application, and strategies of teaching the visual arts for single-subject teacher candidates. Candidates 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 influence the arts. Candidates develop skills in adapting delivery methods and behavior management plans for individual students and diverse populations. The course also emphasizes classroom management skills, including safety, and the use of technology as they relate to visual arts instruction.</td>
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<tr>
<td>SEC 545</td>
<td>SECONDARY CLINICAL PRACTICE</td>
<td>3</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>SEC 583</td>
<td>SECONDARY CLINICAL PRACTICE</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates will focus on the following topics: requirements and expectations for clinical practice, 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 classroom experiences. Finally, candidates will prepare and submit all respective tasks of the teacher performance assessment.</td>
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<tr>
<td>SEC 586</td>
<td>SECONDARY CLINICAL PRACTICE A</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on the following topics: requirements and expectations for clinical practice and the teacher performance assessment, the learning environment, planning instruction, and teaching planned lessons. The course provides a forum for open discussion and problem solving based on classroom experiences and the ability to use and apply Teaching Performance Expectations. Teacher candidates begin preparing their teacher performance assessment submission.</td>
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<tr>
<td>SEC 587</td>
<td>SECONDARY CLINICAL PRACTICE B</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. Candidates focus on 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. The course provides practical guidance for candidates seeking a teaching position, and serves as a forum for open discussion and problem solving based on their classroom experiences and abilities to use and apply the full-range of Teaching Performance Expectations. Teacher candidates finalize and submit their completed teacher performance assessment.</td>
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<tr>
<td>SEC 590</td>
<td>SECONDARY STUDENT TEACHING PART A</td>
<td>4</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>
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<tr>
<td>SEC 595</td>
<td>SECONDARY STUDENT TEACHING PART B</td>
<td>4</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>
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<td>SEC 596</td>
<td>SECONDARY STUDENT TEACHING</td>
<td>8</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>SEC 598</td>
<td>SECONDARY STUDENT TEACHING: PART A</td>
<td>4</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>SEC 599</td>
<td>SECONDARY STUDENT TEACHING: PART B</td>
<td>4</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>SEI 300</td>
<td>STRUCTURED ENGLISH IMMERSION</td>
<td>3</td>
<td>This course will introduce students to the concept of and methods for instructing in a Structured English Immersion (SEI) environment. Students will learn about assessment of K-12 students, state standards, research-based instructional activities, and lesson planning and implementation models. Students will study how a learner-centered approach to teaching can provide English Language Learners (ELL), as well as native English speakers, with a greater opportunity to interact meaningfully with educational materials as they learn subject matter and EL Learners acquire English.</td>
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<tr>
<td>SEI 301</td>
<td><strong>ADVANCED STRUCTURED ENGLISH IMMERSION METHODS</strong></td>
<td>3</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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<tr>
<td>SEI 500</td>
<td><strong>STRUCTURED ENGLISH IMMERSION</strong></td>
<td>3</td>
<td>This course will introduce students to the concept of and methods for instructing in a Structured English Immersion (SEI) environment. Students will learn about assessment of K-12 students, state standards, research-based instructional activities, and lesson planning and implementation models. Students will study how a learner-centered approach to teaching can provide English Language Learners (ELL), as well as native English speakers, with a greater opportunity to interact meaningfully with educational materials as they learn subject matter and EL Learners acquire English.</td>
</tr>
<tr>
<td>SEI 503</td>
<td><strong>ADVANCED STRUCTURED ENGLISH IMMERSION METHODS</strong></td>
<td>3</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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<tr>
<td>SEI 504</td>
<td><strong>STRUCTURED ENGLISH IMMERSION-ELEMENTARY</strong></td>
<td>3</td>
<td>This course addresses legal and historical foundations of structured English immersion (SEI) foundations, instructional elements and language development of English learners in elementary grades, and culturally relevant instruction. Candidates explore SEI identification, SEI models, and English Language Proficiency Standards. Candidates also examine language acquisition theories, elements of language, and language domains. Candidates learn instructional strategies for academic English development in elementary settings. This course is designed to meet the standards set by the Arizona Department of Education.</td>
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<tr>
<td>SEI 506</td>
<td>STRUCTURED ENGLISH IMMERSION - SECONDARY</td>
<td>3</td>
<td>This course addresses legal and historical foundations of structured English immersion (SEI) foundations, instructional elements and language development of English learners in secondary grades, and culturally relevant instruction. Candidates explore SEI identification, SEI models, and English Language Proficiency Standards. Candidates also examine language acquisition theories, elements of language, and language domains. Candidates learn instructional strategies for academic English development in secondary settings. This course is designed to meet the standards set by the Arizona Department of Education.</td>
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<tr>
<td>SEI 507</td>
<td>STRUCTURED ENGLISH IMMERSION - SECONDARY</td>
<td>3</td>
<td>This course introduces students to the concept of and methods for instructing in a Structured English Immersion (SEI) environment. Students examine the legal and historical foundations of structured English immersion (SEI) foundations, the English Language Proficiency (ELP) Standards, SEI identification, and the application of assessment data to instruction. Students are also introduced to instructional elements and language development of English learners in secondary grades, including language acquisition theories, elements of language, and language domains. Culturally relevant instruction for English learners and family and community engagement are also explored. This course is designed to meet the standards set by the Arizona Department of Education.</td>
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<tr>
<td>SEI 508</td>
<td>ADVANCED STRUCTURED ENGLISH IMMERSION - SECONDARY</td>
<td>3</td>
<td>This course addresses Structured English Immersion (SEI) instruction and assessment of secondary English learners. Students examine the Universal Design for Learning (UDL) framework as an approach to English language instruction for diverse learners. The alignment of English Language Proficiency (ELP) Standards to the Arizona English Language Arts Standards (Reading, Writing, Listening and Speaking, and Language) and their application to lesson planning is also explored. This course is designed to meet the standards set by the Arizona Department of Education.</td>
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<tr>
<td>SMH 591</td>
<td>CREATING A SUSTAINABLE HEALTH CARE ORGANIZATION</td>
<td>3</td>
<td>This course explores the opportunities and challenges for health administrators as they seek to create organizational environments focused on sustainability. Topics include understanding sustainability in health sector contexts, assessing institutional practices, facilitating culture change, and innovation in the context of health care sustainability.</td>
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<tr>
<td>SMH 593</td>
<td>THE ECONOMICS OF HEALTH CARE SUSTAINABILITY</td>
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<td>This course examines the economic issues related to the management of resources in the creation and day-to-day operations of sustainability-focused organizations. Topics include cost-benefit analysis of sustainable products, supply chains, and corporate partnerships, as well as sustainability metrics across the health sector.</td>
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<tr>
<td>SMH 596</td>
<td>ISSUES IN ENVIRONMENTAL SUSTAINABILITY</td>
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<td>This course will explore the impact of sustainability across the health sector. Topics include the evolving strategies that are transforming health technology, regulation, and societal and community interactions. Topics include the use of emerging evidence based knowledge to support environmental sustainability.</td>
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<tr>
<td>SOC 100</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
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<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>
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<td>SOC 110</td>
<td>TEAMWORK, COLLABORATION, AND CONFLICT RESOLUTION</td>
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<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>
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<tr>
<td>SOC 262</td>
<td>CONTEMPORARY AMERICAN SOCIETY</td>
<td>3</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>
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<tr>
<td>SOC 315</td>
<td>CULTURAL DIVERSITY</td>
<td>3</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 335</td>
<td>THE PEOPLES AND CULTURES OF ASIA</td>
<td>3</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>
</tr>
<tr>
<td>SOC 337</td>
<td>CONTEMPORARY LATIN AMERICAN SOCIETY</td>
<td>3</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>3</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>
</tr>
<tr>
<td>SPAN 110</td>
<td>CONVERSATIONAL SPANISH I</td>
<td>3</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 on 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>
</tr>
<tr>
<td>SPAN 114</td>
<td>CONVERSATIONAL SPANISH II</td>
<td>3</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>
</tr>
<tr>
<td>SPAN 520</td>
<td>Spanish for Educators, Basic</td>
<td>3</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>
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<tr>
<td>SPAN 521</td>
<td>Spanish for Educators, Intermediate</td>
<td>3</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>
</tr>
<tr>
<td>SPE 300</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
<td>3</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>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 512</td>
<td>SPECIAL EDUCATION ASSESSMENT AND INTERPRETATION</td>
<td>3</td>
<td>This course focuses on the task of assessing the exceptional learner and diagnosing his or her strengths and needs. The course will examine the common tests and evaluation systems used in public school special education and their relationship to writing and monitoring an IEP. Emphasis is placed on the continuous use of assessment, specific diagnostic procedures, and the evaluation of data as part of the instructional process.</td>
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<tr>
<td>SPE 513</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
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<td>This course provides an overview of special education and the characteristics of exceptional learners. Candidates are introduced to special education laws and their implications for identification and eligibility, service delivery options, and the Individualized Education Program (IEP). In addition, the use of technology, collaborative practices, and transition planning requirements are examined. Candidates will also reflect on their dispositions and motivations to teach and explore basic philosophies, professionalism, and legal and ethical ramifications in education.</td>
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<tr>
<td>SPE 514</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</td>
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<td></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>
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<tr>
<td></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 544</td>
<td>CHARACTERISTICS OF EMOTIONAL &amp; BEHAVIORAL DISORDERS</td>
<td>3</td>
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<td>This course examines the characteristics and instruction of learners with emotional and behavioral disorders (EBD). Emphasis is placed on assessment and legal requirements, learner characteristics, and research-based teaching strategies. Included is an examination of functional behavior analysis, positive behavior intervention supports, and the use of proactive and preventive classroom management systems.</td>
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<tr>
<td>SPE 556</td>
<td>CHARACTERISTICS OF PHYSICAL &amp; HEALTH DISABILITIES</td>
<td>3</td>
<td>This course examines the characteristics and instruction of learners with physical and health disabilities including individuals with sensory, orthopedic, and other health impairment (OHI). Attention is given to federal and state regulations as they pertain to assessment, eligibility, and the provision of special education services within the schools. Service delivery options, curriculum and program models, and appropriate supports and accommodations will be also be examined.</td>
</tr>
<tr>
<td>SPE 558</td>
<td>TRANSITION PLANNING FOR ADOLESCENTS WITH DISABILITIES</td>
<td>3</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>
</tr>
<tr>
<td>SPE 559</td>
<td>CHARACTERISTICS OF LEARNING DISABILITIES</td>
<td>3</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 574</td>
<td>CHARACTERISTICS OF INTELLECTUAL/DEVELOPMENTAL DISABILITIES</td>
<td>3</td>
<td>This course examines the characteristics and instruction of learners with intellectual and developmental disabilities, including traumatic brain injury (TBI). Emphasis is placed on learner characteristics, instructional strategies, assessment measures, and technology integration. Supports, accommodations, and curricular modifications will be analyzed among various service delivery options.</td>
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<tr>
<td>SPE 575</td>
<td>INCLUSION STRATEGIES OF THE SPECIAL EDUCATOR</td>
<td>3</td>
<td>This course examines the roles of special educators when including students with disabilities in 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>
</tr>
<tr>
<td>SPE 576</td>
<td>CHARACTERISTICS OF AUTISM SPECTRUM DISORDERS</td>
<td>3</td>
<td>This introductory course is designed to assist teacher candidates in developing strategies and techniques to support students with Autism Spectrum Disorders (ASDs). It is designed to familiarize teacher candidates with the complexity of ASD. The course provides the theoretical background information and practical instructional strategies needed for working with students with ASD. Participants will gain a better understanding of the key issues related to inclusive instructional practices as well as the skills to adjust behavioral challenges. This course fosters communication and social-perceptual thinking skills among teacher candidates.</td>
</tr>
<tr>
<td>SPE 577</td>
<td>SPECIAL EDUCATION CLINICAL PRACTICE</td>
<td>3</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>SPE 578</td>
<td>MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES FOR SPE</td>
<td>3</td>
<td>This course focuses on the theoretical models that underlie teaching and learning. Teacher candidates analyze the most effective teaching strategies to encourage students to develop a deeper understanding of content and to promote critical thinking. Teacher candidates also examine teaching methods and learn to effectively use students’ prior knowledge to develop lesson plans.</td>
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<tr>
<td>SPE 584</td>
<td>LEARNING DISABILITIES AND LANGUAGE AND DEVELOPMENT DISORDERS</td>
<td>3</td>
<td>This course examines the characteristics of students with learning disabilities and language and development disorders. Emphasis is placed on instructional strategies, assessment, and language intervention strategies. Technology supports for exceptional learners, ethical practices, and professional learning collaboration strategies are also explored.</td>
</tr>
<tr>
<td>SPE 594</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART A</td>
<td>4</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>
</tr>
<tr>
<td>SPE 595</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART B</td>
<td>4</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>SPE 596</td>
<td>SPECIAL EDUCATION STUDENT TEACHING</td>
<td>8</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 Tasks 1, 2, and 3 of the teacher performance assessment.</td>
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<tr>
<td>SPED 530</td>
<td>Introduction to Learners with Special Needs</td>
<td>3</td>
<td>This course provides an overview for working with exceptional learners ages 3 to 21 years in educational settings. Participants examine varied areas of disabilities and common characteristics supporting effective implementation of specially designed instruction within individualized education programs (IEPs) for students with special needs. Historical perspectives, special education law, and current policies are also examined. Participants learn best practices and supports for student academic and personal success across grade levels, including IEP development and family-school partnerships.</td>
</tr>
<tr>
<td>SPED 531</td>
<td>Special Education Teaching Methods</td>
<td>3</td>
<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, transition planning, and career counseling. Communication through consultation and collaboration, and professional and ethical practices are also examined.</td>
</tr>
<tr>
<td>SPED 532</td>
<td>Special Education Assessment</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SPED 533</td>
<td>Mainstreaming and Inclusion</td>
<td>3</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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<tr>
<td>SPED 534</td>
<td>Speech and Language Disorders</td>
<td>3</td>
<td>This course provides educators with an overview of speech and language disorders. Participants examine language acquisition and development; language disorders; 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 535</td>
<td>Overview of Severe Disabilities</td>
<td>3</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>
</tr>
<tr>
<td>SPED 536</td>
<td>Transition Planning for Adolescents with Disabilities</td>
<td>3</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>
</tr>
<tr>
<td>SPED 537</td>
<td>Mathematics Instruction for Special Education</td>
<td>3</td>
<td>This course focuses on the vertical alignment of national, state, and local mathematics 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 538</td>
<td>Special Education in Early Childhood</td>
<td>3</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 are also explored.</td>
</tr>
<tr>
<td>SPED 557</td>
<td>COLLABORATION WITH FAMILIES OF STUDENTS WITH DISABILITIES</td>
<td>3</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>SPED 560</td>
<td>TEACHING LEARNERS WITH DISABILITIES</td>
<td>1</td>
<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>
</tr>
<tr>
<td>SPED 591</td>
<td>CHARACTERISTICS OF EXCEPTIONALITIES</td>
<td>3</td>
<td>This course examines the education of students with mild disabilities. Special emphasis is placed on mild disabilities including intellectual and developmental disabilities, emotional disturbance, and specific learning disability. The etiologies, learning characteristics, and key legislation related to these mild disabilities will be discussed. Students will also explore educational planning considerations, methods of instruction and assessment, service delivery models, and effective behavior management techniques.</td>
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<tr>
<td>STEAM 506</td>
<td>STEAM Education: Curriculum and Instruction</td>
<td>3</td>
<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>
</tr>
<tr>
<td>STR 581</td>
<td>STRATEGIC PLANNING &amp; IMPLEMENTATION</td>
<td>3</td>
<td>This capstone course integrates concepts from all prior courses in the program. Students apply the concepts of strategic planning and implementation to create a sustainable competitive advantage for an organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation and evaluation, and risk management.</td>
</tr>
<tr>
<td>STRCB 581</td>
<td>STRATEGIC PLANNING AND IMPLEMENTATION</td>
<td>3</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. Competency 31: The student will evaluate sustainable competitive advantages for an organization through a SWOT analysis. Competency 32: The student will develop business strategies to create sustainable competitive advantage for an organization. Competency 33: The student will justify an organization’s strategic plan to gain stakeholder support.</td>
</tr>
<tr>
<td>SUS 300</td>
<td>ENVIRONMENTAL SUSTAINABILITY</td>
<td>3</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>SWRK 200</td>
<td>INTRODUCTION TO SOCIAL WORK</td>
<td>3</td>
<td>This course introduces students to the foundations of social work and social justice. Students examine the history, philosophical foundation, and theoretical perspectives of the profession of social work and come to understand the nature and causes of major social welfare issues.</td>
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<tr>
<td>SWRK 210</td>
<td>SOCIAL PROBLEMS AND PROGRAMS</td>
<td>3</td>
<td>This course provides an in-depth perspective of social problems and programs. Students develop an understanding of social welfare and the effects of sociopolitical policies on marginalized populations. Students examine the link between special populations in terms of neglect and abuse, as well as the relationship between the social welfare system and the legal system in relation to the enforcement of victims of abuse laws.</td>
</tr>
<tr>
<td>SWRK 220</td>
<td>PROFESSIONAL AND ETHICAL BEHAVIORS FOR SOCIAL WORK PRACTICE</td>
<td>3</td>
<td>Social workers are held to an advanced level of professionalism through a code of ethics and practice standards. Students learn how to adhere to these ethical and legal aspects in their work, maintain proper self-care, and be supportive of their discipline's role and responsibilities, which relies on respecting client self-determination, human rights, multiculturalism, and ethnic diversity.</td>
</tr>
<tr>
<td>SWRK 300</td>
<td>THERAPEUTIC COMMUNICATION</td>
<td>3</td>
<td>This course provides students with advanced-level knowledge of interviewing, intervention, assessment, and documentation skills needed to perform social work practice. Students develop skills in verbal and written communication and examine the importance of effective documentation from a social and legal perspective.</td>
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<tr>
<td>SWRK 301</td>
<td>COMMUNICATION TECHNIQUES</td>
<td>3</td>
<td>This course provides students with advanced-level knowledge of interviewing, intervention, assessment, and documentation skills needed to perform social work practice. Students develop skills in verbal and written communication and examine the importance of effective documentation from a social and legal perspective.</td>
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<tr>
<td>SWRK 310</td>
<td>HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I</td>
<td>3</td>
<td>This course prepares students for the challenge of intimate working relationships. Students gain an understanding of human growth and development across the lifespan, applying developmental psychological theory and ecological perspectives to the family and individual lifecycles within a multi-generational cultural context. Students also learn about the lifespan development approach, with a multidisciplinary perspective of human development. Trauma, loss, grief, violence, homelessness, changes in lifestyle, and gender issues are specifically examined. The philosophical, cultural, medical, psychological, and spiritual aspects of life are explored, as well as the differences in working with children, adolescents, and adults and the assessment of complicated grief reactions.</td>
</tr>
<tr>
<td>SWRK 320</td>
<td>SOCIAL WELFARE POLICY AND THE LAW</td>
<td>3</td>
<td>This course focuses on the relationship between political and economic forces and social work policy, as well as how existing laws affect social work practice and social justice initiatives within social work.</td>
</tr>
<tr>
<td>SWRK 330</td>
<td>SOCIAL WORK PRACTICE: INDIVIDUALS AND FAMILIES</td>
<td>3</td>
<td>This course prepares students for social work practice with children, adults, and families. Students integrate the knowledge gained in previous program coursework into the practice of effectively working with families and examine the effect of cultural norms on the family system.</td>
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<tr>
<td>SWRK 340</td>
<td>SOCIAL WORK PRACTICE: GROUPS</td>
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<td>Students learn to integrate social work theory and practice related to assessment, evaluation, and intervention at the group level, as well as how to assess group needs and identify resources for a group. Students gain professional skills for initiating change in groups; understanding issues of social stratification; and managing group conflict, resistance to change, and methods for overcoming resistance.</td>
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<td>SWRK 345</td>
<td>SOCIAL ADVOCACY: CHILD ENDANGERMENT AND GLOBAL FACTORS</td>
<td>3</td>
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<td></td>
<td>Social work encapsulates individuals working to support a profession concerned with domestic and global social issues that children face. This 5-week course prepares students for the difficult task of assessing, reporting, and treating child abuse.</td>
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<tr>
<td>SWRK 350</td>
<td>SOCIAL JUSTICE AND DIVERSITY IN SOCIAL WORK</td>
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<td>Students learn to advocate for human rights and social justice, exploring diverse strategies for working with groups that may be oppressed due to race, ethnicity, culture, age, gender, sexual orientation, ability, economic status, or other factors. Students learn to recognize how a society’s structures and values may oppress, alienate, or marginalize diverse segments of the population.</td>
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<tr>
<td>SWRK 360</td>
<td>SOCIAL WORK PRACTICE: COMMUNITIES AND ORGANIZATIONS</td>
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<td>Students learn to integrate social work theory and practice related to assessment, evaluation, and intervention at community and organizational levels, as well as how to assess community needs and identify community resources. Students gain professional skills for initiating change in organizations and communities, understanding issues of social stratification, conflict, resistance to change, and methods for overcoming resistance.</td>
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<tr>
<td>SWRK 380</td>
<td>APPLYING SOCIAL WORK PRACTICE SKILLS</td>
<td>3</td>
<td>Students build on their professional values, ethics, principles, practice methods, and strengths-based skills learned in the Social Work Practice courses. Students gain an understanding of the application of advanced social work skills.</td>
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<tr>
<td>SWRK 390</td>
<td>SOCIAL WELFARE POLICY APPLICATION</td>
<td>3</td>
<td>Social welfare policies and legislation are explored in terms of historic rationale, implementation, and effectiveness. Students gain an understanding of concepts and frameworks for analyzing social welfare policies and programs, including their effects on oppressed and at-risk populations. Students recognize the role of social workers as agents of change and learn to advocate for social welfare policies that improve the lives of individuals, families, and groups.</td>
</tr>
<tr>
<td>SWRK 400</td>
<td>RESEARCH AND EVALUATION IN SOCIAL WORK PRACTICE</td>
<td>3</td>
<td>The fundamental concepts of research design, data integration, project implementation, and evaluation are taught in this course. Students are expected to communicate their findings by demonstrating the learned components of a sound scientific method of inquiry and annotating peer-reviewed literature for the purpose of service evaluation, professional contribution, and introductory program development.</td>
</tr>
<tr>
<td>SWRK 405</td>
<td>FIELD EDUCATION I</td>
<td>3</td>
<td>This course provides students an opportunity to integrate and apply their generalist practice theories within their field experiences. Students will be required to demonstrate increased knowledge and skills learned from previous coursework. The field experience will be a combination of classroom activities, field supervision, and agency activities as assigned related tasks.</td>
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<tr>
<td>SWRK 420</td>
<td>FIELD EDUCATION II</td>
<td>3</td>
<td>A continuation of SWRK/405, this course provides 15 additional weeks of supervised generalist practice within the community.</td>
</tr>
<tr>
<td>SWRK 421</td>
<td>HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II</td>
<td>3</td>
<td>This course prepares students for the challenge of macro-level working relationships. Students gain an understanding of the functioning of people within organizations and communities and the groups that compose them. Applying a social psychological perspective to group dynamics, utilizing an ecological and interactionist framework for studying human behavior in a macro setting. Students also learn to infuse the empowerment perspective within an ecosystem framework. The student will explore matters pertaining to globalization with attention to the social environment and environmental justice, as applied to the interrelationship between nature and society. The relationship between spiritual concepts, the natural realm, and the inclusion of restorative justice and human rights are also discussed.</td>
</tr>
<tr>
<td>SWRK 430</td>
<td>SOCIAL WORK, WELFARE, AND POLICY: CONNECTIONS</td>
<td>3</td>
<td>Social work practice integrates social welfare theories with policy analysis in the context of a wide range of settings. Implicit in the social work approach is the commitment to economic and social justice. Students learn how to leverage their integrated approaches to affect the high level of interdisciplinary practice they must perform.</td>
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<tr>
<td>SWRK 460</td>
<td>INTEGRATION OF SOCIAL WORK</td>
<td>3</td>
<td>This course provides a comprehensive review and synthesis of all social work content areas within the generalist framework, including ethics, critical thinking, diversity, human rights, social and economic justice, research, policy, and practice.</td>
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<tr>
<td>SWRK 470</td>
<td>SOCIAL WORK CAPSTONE AND PORTFOLIO</td>
<td>3</td>
<td>This course is the culmination of students’ undergraduate work, a full integration of knowledge, skills, language, and practice exemplary of a social worker prepared to enter the workforce as a general practitioner. The capstone is an individual project that demonstrates the student's readiness for matriculation, which signifies that the student can manage the demands of client work, continuing education, all the ethical and legal standards involved, self-care, advocacy, and basic research and evaluation.</td>
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<tr>
<td>TCH 501</td>
<td>Teaching Methods: Elementary Art</td>
<td>3</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>TCH 502</td>
<td>Teaching Methods: Elementary Language Arts</td>
<td>3</td>
<td>This course explores theories, models, and strategies for teaching and learning language arts in the elementary school. Participants explore and apply strategies for teaching reading, writing, listening, and speaking. Technology and assessment in language arts is also examined.</td>
</tr>
<tr>
<td>TCH 503</td>
<td>Teaching Methods: Elementary Mathematics</td>
<td>3</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>
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<tr>
<td>TCH 504</td>
<td>Teaching Methods: Elementary Science</td>
<td>3</td>
<td>This course prepares K-8 teachers to develop a balanced and articulated elementary school science program that promotes inquiry. Participants discuss the evaluation of texts and reference materials, the development of hands-on activities and assessments, and the use of teacher-made materials and technology. Participants also evaluate resources for effective instructional strategies, including safety best practices.</td>
</tr>
<tr>
<td>TCH 505</td>
<td>Teaching Methods: Elementary Social Studies</td>
<td>3</td>
<td>This teaching methods course is designed for K-8 elementary educators who teach social studies. 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>TCH 510</td>
<td>Secondary Teaching Methods</td>
<td>3</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>TCH 511</td>
<td>Teaching Methods: Secondary Art</td>
<td>3</td>
<td>This course is designed to explore secondary art instruction. Participants learn to create relevant art lesson plans that incorporate all art disciplines for a diverse student body. Advocacy for the arts, assessing student art, incorporating art from diverse perspectives, creativity, art classroom management, and using technology in the art classroom are also explored.</td>
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<tr>
<td>TCH 513</td>
<td>Teaching Methods: Secondary Mathematics</td>
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<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>TCH 514</td>
<td>Teaching Methods: Secondary Science</td>
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<td>This course is designed to prepare participants to teach science at the secondary school level. To meet this objective, participants explore the instructional methods in science content areas in middle level and high school settings. Participants identify the educational needs of secondary students by exploring current instructional theory; national, state, and local standards; and social issues that affect 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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<tr>
<td>TCH 515</td>
<td>Teaching Methods: Secondary History/Social Studies</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>TCH 533</td>
<td>Teaching Methods: Mathematics Assessment</td>
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<td>This course promotes the understanding of theories guiding math instruction within the framework of the Common Core State Standards (CCSS) and National Council of Teachers of Mathematics (NCTM) principles and standards. Participants select, develop, and evaluate assessment tools aligned to Common Core State Standards in the K-8 mathematics classroom. Particular emphasis is given to implementing timely, relevant, and thoughtful assessment and analyzing student errors and misunderstandings. By using this approach, ongoing, constructive, and supportive feedback serves as a meaningful instructional tool for students.</td>
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<td>TCH 543</td>
<td>Teaching Methods: Remedial Mathematics</td>
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<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>
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<tr>
<td>TECH 510</td>
<td>USING APPS IN THE CLASSROOM</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>
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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 519</td>
<td>Using Social Media in the Classroom</td>
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<td>This course introduces classroom teachers and building administrators to effective and responsible social media implementation in K-12 classrooms. The emergence of social media as a viable tool for learning will be explored and implementation considerations will be determined. Legal and ethical issues regarding social media use in schools will be examined. Participants will devise a social media application plan for school-wide integration.</td>
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<td>TECH 520</td>
<td>Multimedia for Educators</td>
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<td>TECH 522</td>
<td>Technology Integration for Educators</td>
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<td>TECH 524</td>
<td>Technology Survival for Educators</td>
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<tr>
<td>TECH 525</td>
<td>Becoming a Connected Educator</td>
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**TECH 520 Multimedia for Educators**

In this course, participants select, use, and design multimedia resources that enhance teaching and student learning. Multimedia categories such as still images, text, audio, video, and interactive components are explored. Participants also evaluate differentiated instructional delivery methods to promote a student-centered learning environment that meets the needs of a diverse student population. In addition, participants learn strategies for teaching students to create their own presentations. Legal and ethical considerations, such as copyright and fair use, are also addressed in the course.

**TECH 522 Technology Integration for Educators**

This course is designed to prepare educators to integrate technology for engaging and effective P-12 student learning across the content areas. Participants incorporate technology-based instructional design strategies into a student-centered learning environment, using the National Educational Technology Standards, and inquiry-based, problem-based, and project based learning. Digital tools and resources, software applications, fair use guidelines, and assessment are also examined.

**TECH 524 Technology Survival for Educators**

This course provides educators with survival strategies when incorporating technology into the P-12 classroom. Managing and integrating common classroom technology and portable devices as well as integrating web-based and cloud computing applications are introduced. Participants examine basic maintenance and troubleshooting, personal and professional productivity, and issues regarding the safe and ethical use of technology.

**TECH 525 Becoming a Connected Educator**

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TESOL 570</td>
<td>Foundations of Instruction</td>
<td>3</td>
<td>This course is designed to introduce participants to the history, law, and theory of education for English language learners. Participants identify effective instructional models and teaching practices that define aspects of multicultural education. Participants also develop programs, instruction, and materials for English language learners. Issues associated with the interdependent relationship between teaching and assessments are also addressed.</td>
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<tr>
<td>TESOL 571</td>
<td>Instructional Techniques and Methods</td>
<td>3</td>
<td>This course prepares K-12 educators to use effective instructional techniques, methodology, and assessments for English language learners. Participants apply researched theory focusing on sheltered instruction, particularly the Sheltered Instruction Observation Protocol (SIOP) model. Differentiated instruction, lesson comprehension, special education, and parental involvement as related to English language learners are also explored.</td>
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<tr>
<td>TESOL 572</td>
<td>Assessment</td>
<td>3</td>
<td>This course provides K-12 educators with a foundational understanding of assessment practices for English language learners. Participants examine the relationship between instruction and assessment, assessment techniques, progress reporting, content-area testing, and program interventions. Communication principles and the role of parents as related to assessment are also explored.</td>
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<tr>
<td>TESOL 573</td>
<td>Applied Linguistics</td>
<td>3</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, the integration of theory and practices including assessment and phonology, morphology, and syntax of English. Participants apply linguistic theory through instructional methods to support the English language learner.</td>
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<tr>
<td>TESOL 574</td>
<td>Cross-Cultural Comm.</td>
<td>3</td>
<td>This course explores cross-cultural communication and global awareness in multicultural K-12 education. Participants learn and apply the principles of culturally responsive teaching and multicultural and global education with particular attention to English language learners. Instructional strategies, diversity, and technology as related to cross-cultural communication are also addressed.</td>
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<tr>
<td>TESOL 575</td>
<td>Teaching Reading and Writing</td>
<td>3</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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<tr>
<td>TEST 888</td>
<td>TEST TITLE</td>
<td>3</td>
<td>This course is a study in Java™ programming. It covers topics around Java™ building blocks, operators, core APIs, methods and exceptions. These topics are closely aligned with Oracle® Certified Associate Java™ SE examination.</td>
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<tr>
<td>TPA 100</td>
<td>TPA PLANNING AND INSTRUCTION</td>
<td>1</td>
<td>This course is the first of a 2-part series that focuses on preparing teacher candidates for the edTPA performance-based assessment. Emphasis is placed on Task 1 of the edTPA final project, which addresses requirements and expectations for edTPA, academic language, and planning instruction.</td>
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<tr>
<td>TPA 200</td>
<td>TPA INSTRUCTION AND ASSESSMENT</td>
<td>1</td>
<td>This course is the second of a 2-part series that focuses on preparing teacher candidates for the edTPA performance-based assessment. Emphasis is placed on understanding the edTPA process and Tasks 2, 3, and 4 of the edTPA final project, which addresses teaching planned lessons, assessment, and evaluation.</td>
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<tr>
<td>VCT 231</td>
<td>VIDEO COMMUNICATION FUNDAMENTALS</td>
<td>3</td>
<td>This course introduces the tools and techniques used in video postproduction. This includes examining postproduction workflow, use of graphics and audio to enhance video clips, and preparing video communication content for a professional audience.</td>
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<tr>
<td>VCT 236</td>
<td>INTRODUCTION TO IMAGE EDITING AND FORMATTING</td>
<td>3</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>
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<tr>
<td>VCT 241</td>
<td>ELECTRONIC PUBLISHING FUNDAMENTALS</td>
<td>3</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>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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<tr>
<td>VCT 305</td>
<td>DIGITAL DESIGN</td>
<td>3</td>
<td>This course presents principles of digital design. An overview of digital design is presented that includes designing and developing creative presentations across various media; including print, video, web, and mobile platforms.</td>
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<tr>
<td>VCT 330</td>
<td>IMAGE EDITING WITH PHOTOSHOP</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 ACE: Photoshop® CC™ certification exam. Topics include: Photoshop® fundamentals; using Adobe® Bridge; using Camera Raw; editing images; using selections, layers, filters, vector tools, and adjustments; and outputting for web and print.</td>
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<tr>
<td>VCT 360</td>
<td>ELECTRONIC PUBLISHING WITH INDESIGN</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 ACE: InDesign CC certification exam. Topics include: establishing layouts, creating and managing text, working with graphics, working with colors and transparency, and publishing documents.</td>
</tr>
<tr>
<td>VCT 390</td>
<td>VIDEO COMMUNICATIONS WITH PREMIERE PRO</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 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>
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<tr>
<td>WEB 240</td>
<td>WEB DESIGN FUNDAMENTALS</td>
<td>3</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 (HTML), scripting, and presentation technologies to create websites. Topics may include HTML5, Cascading Style Sheets (CSS), JavaScript, website hosting, site publication, site maintenance, and search engine optimization (SEO).</td>
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<tr>
<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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<td>WEB 407</td>
<td>ADVANCED WEB DEVELOPMENT</td>
<td>3</td>
<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>
<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>
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<tr>
<td>WEB 437</td>
<td>WEB COMMERCIALIZATION</td>
<td>3</td>
<td>Successful commercialization of any technology requires not only a good technical understanding, but also a basic foundation that covers bringing the product to market by first developing a solid business plan. Topics of this course include strategy and e-commerce planning, e-commerce tools and techniques, marketing strategies, analytics and security.</td>
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<tr>
<td>WRIT 310</td>
<td>CREATIVE WRITING: PERSONAL ESSAYS AND CREATIVE NON-FICTION</td>
<td>3</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>3</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>
</tr>
<tr>
<td>WRIT 350</td>
<td>WRITING FOR SOCIAL MEDIA</td>
<td>3</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>
</tr>
</tbody>
</table>